



# **INTRO140: Procurement Overview**

*Web Based Training*



# Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

This course provides a general overview of the Procurement functional area in Cardinal and is intended for all Procurement users. It also serves as a prerequisite for advanced Procurement courses.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed.





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INTRO101: Cardinal Overview

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Web Based Training

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# Course Objectives

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In this course, we will discuss the following topics:

- Introduction to Procurement
- Procurement Processes
- Procurement Integration and Interfaces



# Lesson 1: Introduction to Procurement

In this lesson, you will learn about the following topics:

- Procurement Overview
- Key Concepts





# Procurement Overview

The Procurement functional area of Cardinal is composed of four modules:

## **Purchasing**

The Purchasing module involves the buying of goods and services and the processing of requisitions.

## **eProcurement**

The eProcurement module provides web-based Procurement, similar to an online shopping cart experience, for users requesting goods and/or services.

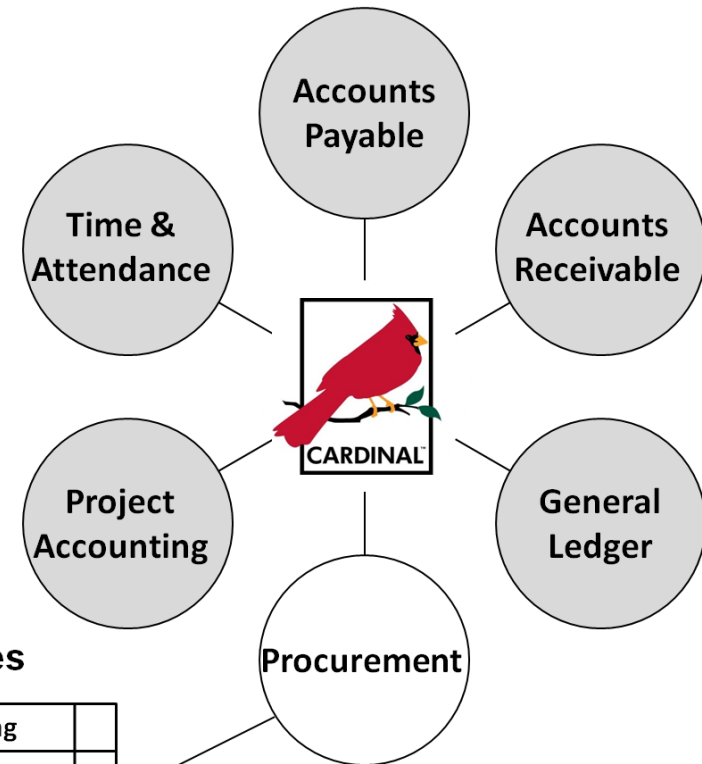
## **Strategic Sourcing**

The Strategic Sourcing module allows end users to create and award bids/proposals to purchase orders or contracts.

## **Procurement Contracts**

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

## Cardinal Functional Areas



## Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	



# Key Concepts

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Some key concepts in Procurement include:

- Requisitions can be created, maintained and edited in both the eProcurement and the Purchasing modules.
- The Strategic Sourcing module is the single point of entry for buy events (RFP and IFB).
- Procurement Card (PCard) transaction information loads from the bank nightly.
- Version control is used for Event Addendums and Modifications to Contracts.
- Contracts capture renewal options and renewal option dates.
- Threshold notices can be created and sent for contract expiration dates, renewals or dollar limits.
- eVA is the source of all Procurement vendors in Cardinal.
- Purchase orders are created either by quantity or amount only.



# Lesson 1: Checkpoint

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Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.





\_\_\_\_\_ is used for Event Addendums and Modifications of Contracts.

- ☐ A Purchase Order
- ☐ Version Control
- ☐ A Receivable
- ☐ Sourcing

Strategic Sourcing Events are also known as an Invitation For Bid or a Request For Proposal.

- ☐ True
- ☐ False



# Lesson 2: Procurement Processes

In this lesson, you will learn about the following topics:

- Procurement Functional Area in Cardinal
- eProcurement Process
- Purchasing Process
- Strategic Sourcing Process
- Procurement Contracts Process



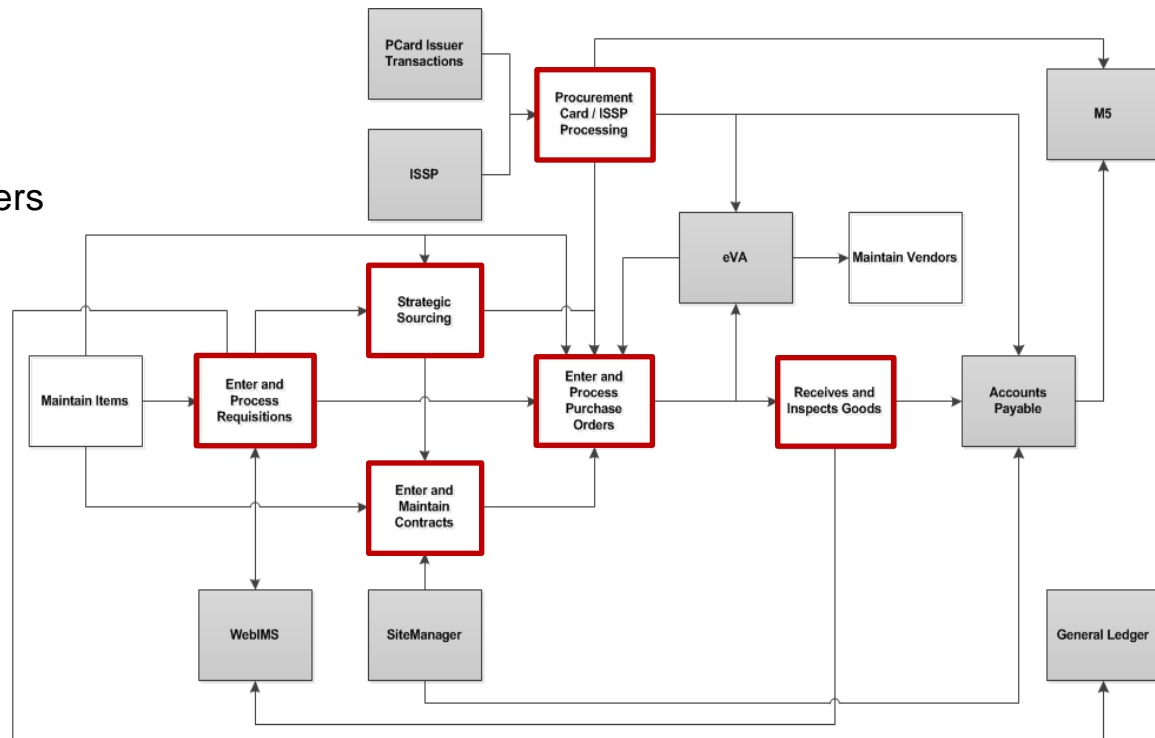


# Procurement Functional Area in Cardinal

Procurement in Cardinal defines how goods and services are purchased.

Key processes in the Procurement functional area are:

- Enter and Process Requisitions
- Strategic Sourcing
- Enter and Maintain Contracts
- Enter and Process Purchase Orders
- Receive and Inspect Goods
- PCard/ISSP Processing



Click on image to enlarge



## Procurement Functional Area in Cardinal

*Labeled Graphic - 7 Labels (Including Introduction)*

Last Modified: Dec 15, 2014 at 02:48 PM

### PROPERTIES

Show interaction in menu as: [Single item](#)

Allow user to leave interaction: [At any time](#)

Prev/Next player buttons go to: [Slide in presentation](#)



Edit in Engage



Edit Properties

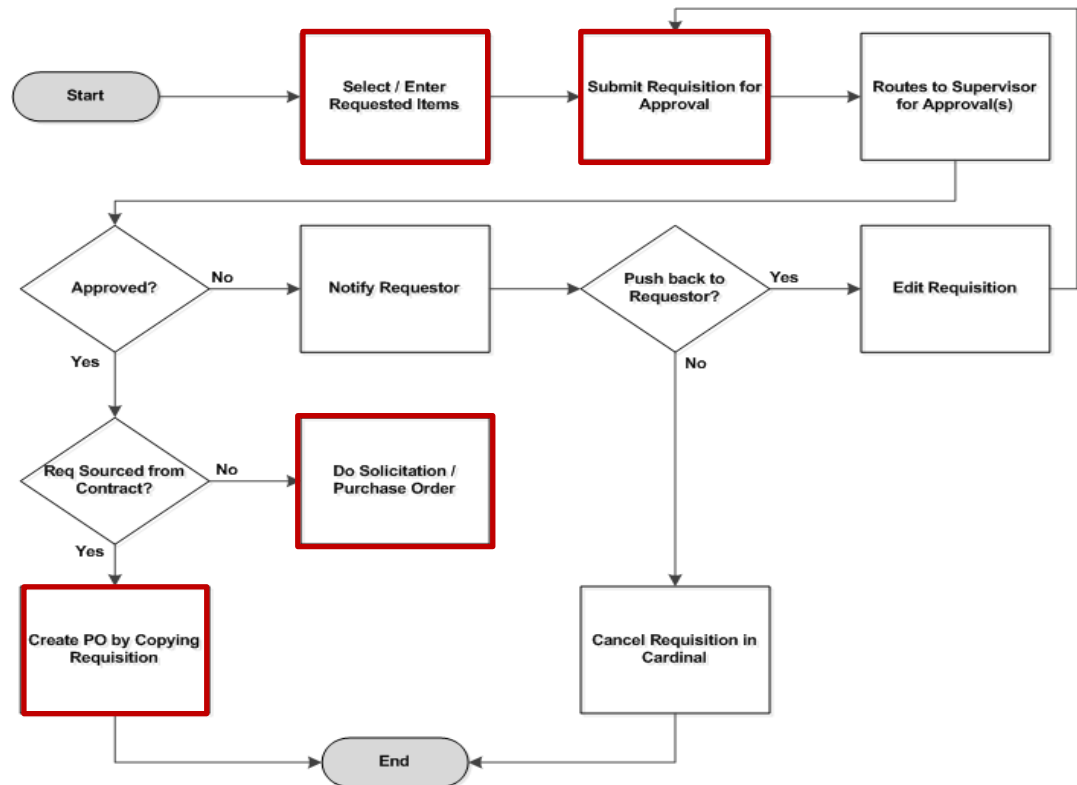


# eProcurement Process

The **eProcurement** module provides step by step structured web-based Procurement for users needing goods and/or services, similar to the online shopping cart experience.

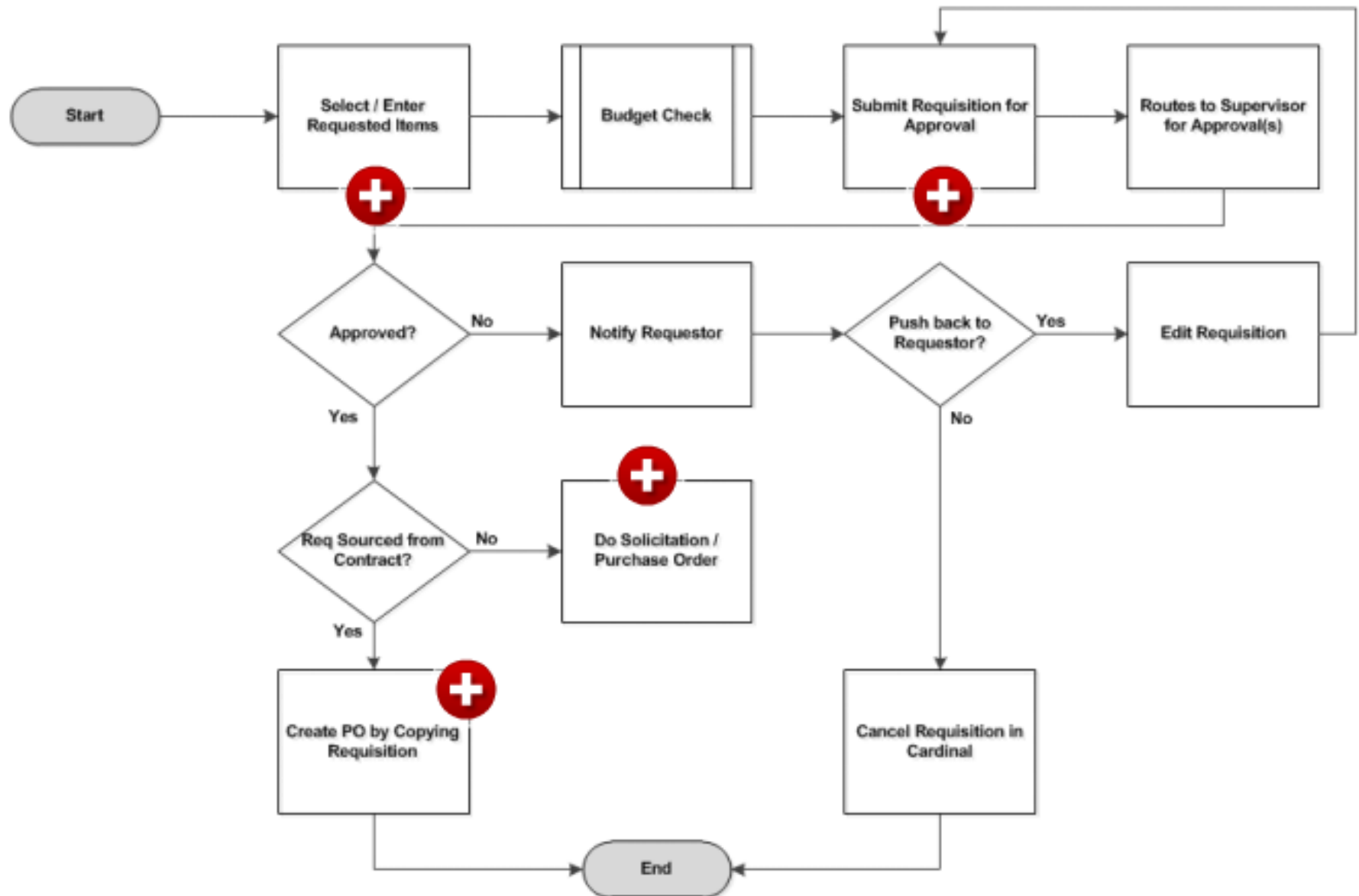
The **eProcurement** process involves several key steps:

- Select/Enter Requested Items
- Submit for Approval
- Do Solicitation / Purchase Order
- Create Purchase Order



Click on image to enlarge

# eProcurement Process





# eProcurement Process (continued)

The **eProcurement** Home Page in Cardinal allows access to the major functions in eProcurement.

You can navigate to this page by using the following path:

**Main Menu > eProcurement**

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement

**eProcurement**

Set up eProcurement; manage or approve eProcurement requisitions or POs.

 <b>Create Requisition</b> Create a new requisition by browsing or searching company or external catalogs.	 <b>Manage Requisitions</b> Review requisitions, edit or view status, cancel, receive, and return to vendor.	 <b>Manage Requisition Approvals</b> Take actions on requisitions that require your approval.
 <b>Buyer Center</b> Create/edit/approve purchase order; source requisition; process change request. <a href="#">Manage Purchase Orders</a> <a href="#">Expedite Requisitions</a> <a href="#">Quick Source Requisitions</a> <a href="#">9 More...</a>	 <b>Reports</b> Create a report of purchase orders, requisitions, and catalog-item usage.	 <b>Administer Procurement</b> Administer eProcurement security, purchasing options, control data, and users.
 <b>My Profile</b> Modify personal information and preferences.		





# eProcurement Process (continued)

The main process in the eProcurement module is Enter and Process Requisitions.

Requisitions can be created in both the eProcurement and Purchasing modules. The data entry process between the two differs:

- **eProcurement:** Uses a more structured step by step process for the data entry and approval processes.
- **Purchasing:** Uses a more free-form process. After logging in, you can see the header and lines, and can enter requisition information in the order you want.

You can navigate to the **Create Requisition** page by using the following path:

**Main Menu > eProcurement > Create Requisition**

Click on image to enlarge

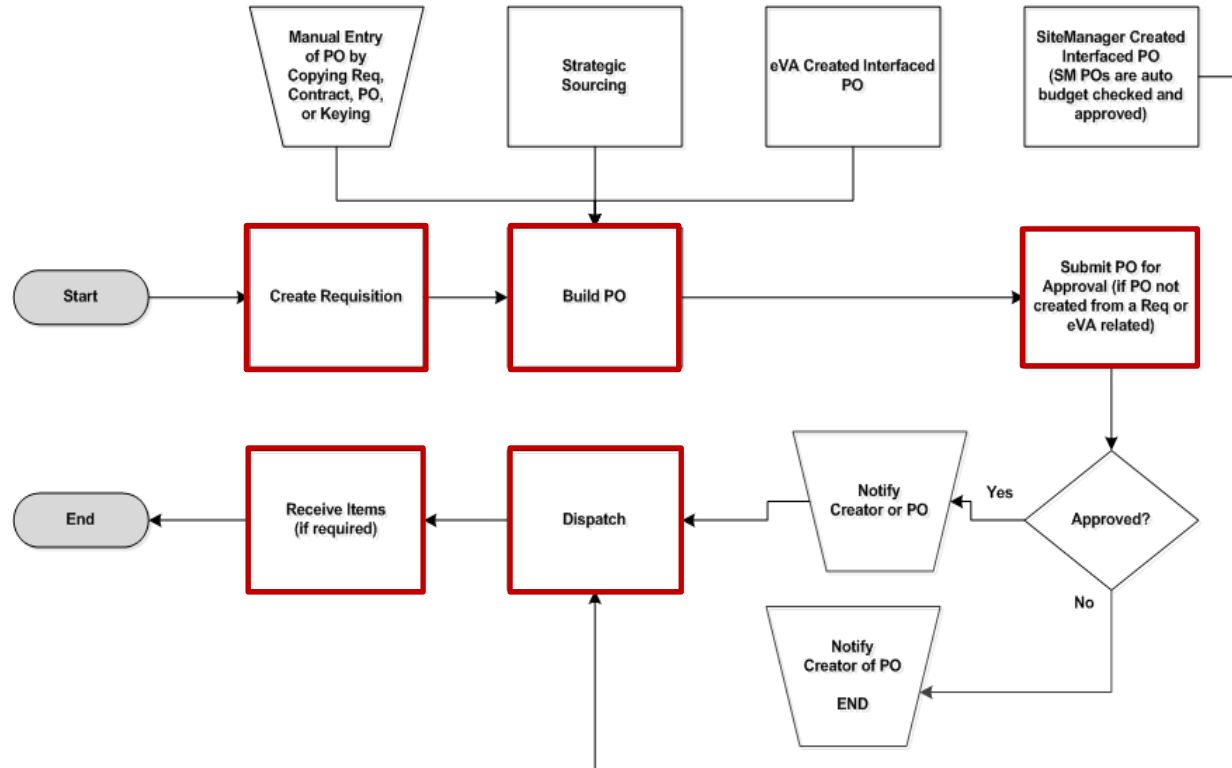


# Purchasing Process (continued)

The Purchasing module manages the processes associated with the procurement of goods and services.

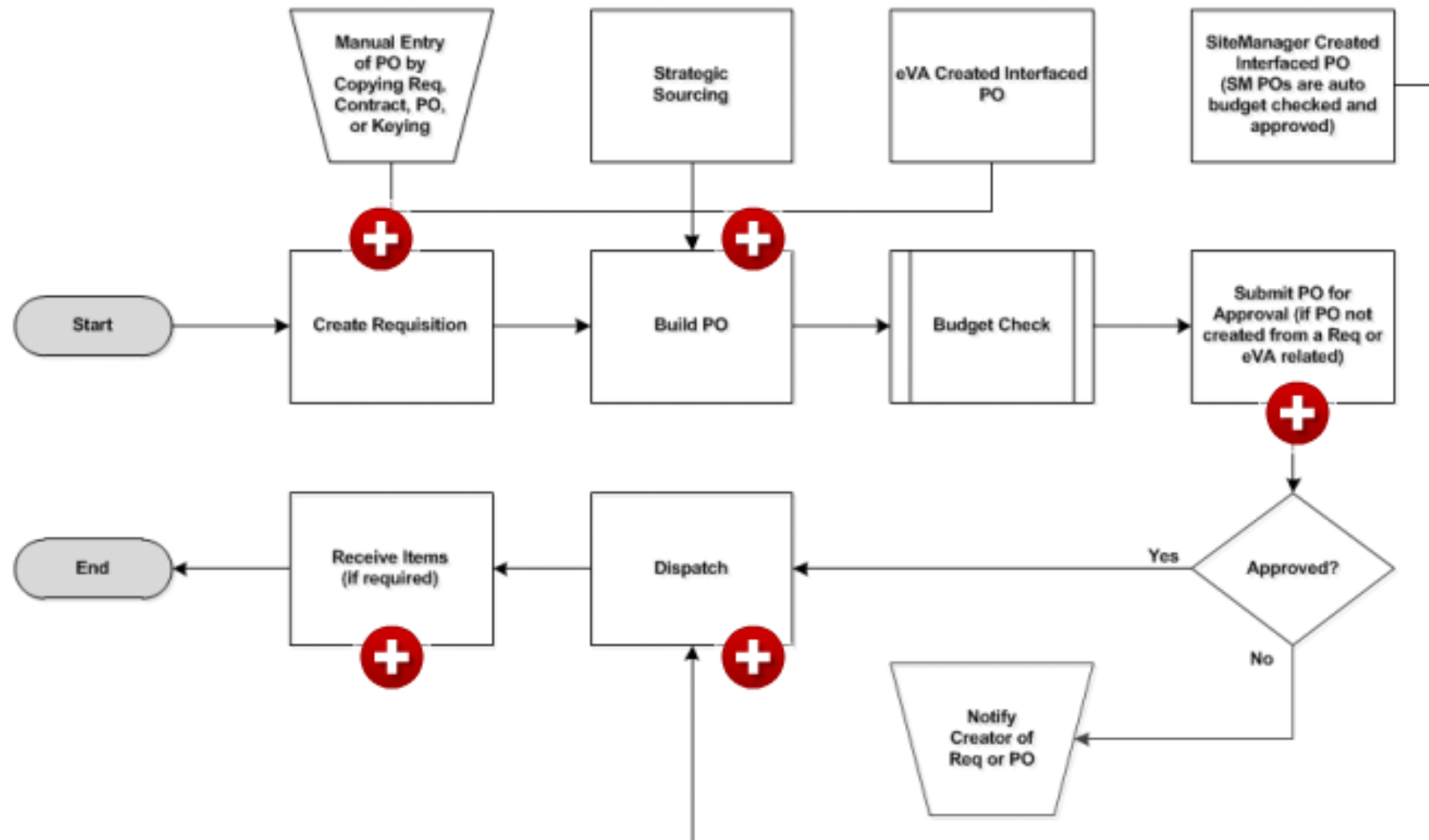
The Purchasing process involves several key steps:

- Create Requisition
- Build Purchase Order
- Submit for Approval
- Dispatch Purchase Order
- Receive items



Click on image to enlarge

# Purchasing Process





# Purchasing Process (continued)

The **Purchasing** Home Page in Cardinal allows access to the major functions in Purchasing, such as: requisitions, purchase orders, receipts, procurement contracts, and related data.

You can navigate to this page by using the following path:

**Main Menu > Purchasing**

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

**Purchasing**

Manage requisitions, purchase orders, receipts, GPO contracts, and related data.

<b>Requisitions</b> Create, maintain, reconcile or review requisitions information. <a href="#">Add/Update Requisitions</a> <a href="#">Requester's Workbench</a> <a href="#">Approve Amounts</a> <a href="#">12 More...</a>	<b>Request for Quotes</b> Create requests for quotes (RFQs), enter vendor responses, or award RFQs. <a href="#">Add/Update RFQs</a> <a href="#">Manage Vendor Quote Group</a> <a href="#">Add/Update Vendor Responses</a> <a href="#">5 More...</a>	<b>Vendor Rebates</b> Vendor Rebates <a href="#">Rebate Agreement</a> <a href="#">Rebate Dispatch</a> <a href="#">Rebate Accrual</a> <a href="#">3 More...</a>
<b>Purchase Orders</b> Add, maintain, and dispatch purchase orders. <a href="#">Add/Update Express POs</a> <a href="#">Add/Update POs</a> <a href="#">Buyer's Workbench</a> <a href="#">18 More...</a>	<b>Receipts</b> Enter and load receiving data, generate accruals, review and report on receipts. <a href="#">Add/Update Receipts</a> <a href="#">Load Receipts</a> <a href="#">Process Receipts</a> <a href="#">14 More...</a>	<b>Return To Vendor</b> Create returns to vendor (RTVs); dispatch, reconcile or review RTVs. <a href="#">Add/Update RTV</a> <a href="#">Dispatch RTVs</a> <a href="#">Reconcile RTVs</a> <a href="#">5 More...</a>
<b>Procurement Cards</b> Set up card data; load, reconcile, or report on procurement card transactions. <a href="#">Review Bank Statement</a> <a href="#">Reconcile</a> <a href="#">Process Statements</a> <a href="#">3 More...</a>	<b>Supplier Schedules</b> Create, build, and dispatch supplier schedules. <a href="#">Schedule Group</a> <a href="#">Scheduler's Workbench</a> <a href="#">Build Schedules</a> <a href="#">2 More...</a>	<b>Analyze Procurement</b> Accumulate summarized data and analyze purchasing and vendor data. <a href="#">Update Procurement Info</a> <a href="#">Update Spend History</a> <a href="#">Update Procurement Statistics</a> <a href="#">4 More...</a>
<b>GPO Contracts</b> Enter contract information for group purchasing organizations (GPO). <a href="#">Reports</a> <a href="#">Name</a> <a href="#">GPO Manufacturer</a> <a href="#">2 More...</a>		



# Purchasing Process - Create Requisition

You can create requisitions in either the Purchasing or the eProcurement modules.

Entering a requisition in the Purchasing module is more free-form and does not require that data be entered in any specific order. Entering a requisition in the eProcurement module is a more structured step by step process.

You must use a requisition to issue WebIMS stock, and to record both work in progress (WIP) stock and external sales issues of stock.

You can navigate to the **Maintain Requisitions** page by using the following path:

**Main Menu > Purchasing > Requisitions > Add/Update Requisitions**

The screenshot displays the 'Maintain Requisitions' interface in the CARDINAL system. The top navigation bar includes 'Home' and 'Worklist'. The breadcrumb trail shows 'Favorites > Main Menu > Purchasing > Requisitions > Add/Update Requisitions'. The 'Requisition' section contains the following details:

- Business Unit: 50100
- Requisition ID: NEXT
- Requisition Name: [Empty field]
- \*WebIMS Req Type: Regular (dropdown)
- Status: Open (dropdown)
- Copy From: [Link]
- Hold From Further Processing: [Checkbox]

Below the header, there are links for 'Requisition Defaults', 'Add Comments', 'Requisition Activities', and 'Amount Summary'. The 'Total Amount' is 0.00 USD.

The 'Add Items From' section includes links for 'Purchasing Kit', 'Catalog', and 'Requester Items'.

The 'Line' table has the following columns: Line, Item, Description, Quantity, UOM, Category, Price, Merchandise Amount, and Status. The table contains one row with the following data:

Line	Item	Description	Quantity	UOM	Category	Price	Merchandise Amount	Status
1	[Empty]	[Empty]	0.0000	[Empty]	[Empty]	0	0.00	Open

At the bottom, there is a 'View Approvals' link and a 'Go to' dropdown menu.

Click on image to enlarge



# Purchasing Process - Create Requisition (continued)

The **Requisition Header** section includes **Requester, Requisition Date, Origin, Comments**, etc. Several of these fields default.

The **Requisition Lines** section contains tabs that allow you to provide more details on the item purchased, such as **Ship To/Due Date, Status, Vendor Information, Item Information, Attributes, Contract, Sourcing Controls, Comments** and **WebIMS** information (if relevant to the requisition).

The **Requisition Distribution** link includes Chart of Account distribution information by requisition line. A requisition line can have multiple distribution lines. Click the **Schedule** icon to access the requisition schedule and requisition distribution.

**Requisition Header**

\*Requester: MIKE HALL  
\*Requisition Date: 04/26/2013  
Origin: ONL  
\*Currency Code: USD

**Requisition Lines**

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7507766148	SAND SAND, GRADE B	100.0000	LTR	7507766	14.15000	1,415.00	Open

Click on image to enlarge



# Purchasing Process - Create Requisition (continued)

The **Document Status** page for a requisition shows its status. It also identifies the contract, purchase orders, receivers, vouchers and payments associated with the requisition.

You can access this page two different ways:

Clicking the **Document Status** link on the **Requisition** page or navigating to:

**Main Menu > Purchasing > Requisition > Review Requisition Information > Document Status**

**CARDINAL**

Favorites | Main Menu > Purchasing > Purchase Orders > Review PO Information > Document Status

### Document Status

Business Unit: 50100 PO ID: [0001062853](#)  
Document Date: 02/22/2013 Status: Dispatched  
Currency: USD Document Type: Purchase Order  
Buyer: Merchandise Amt: 76,580.00

Associated Document Customize | Find | View All | First 1-4 of 6 Last

SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	50100	Requisition	<a href="#">0002046649</a>	Approved	02/20/2013			
STATE		Contract	<a href="#">00000000000003257</a>	Approved	02/05/2013	<a href="#">0000015454</a>		
	50100	Receipt	<a href="#">0001598642</a>	Received	03/04/2013	<a href="#">0000015454</a>	MAIN	
	50100	Voucher	<a href="#">00166896</a>	Posted	03/04/2013	<a href="#">0000015454</a>	MAIN	

[Return to Search](#) [Previous in List](#) [Next in List](#)

Click on image to enlarge



# Purchasing Process - Build Purchase Order

The **Purchase Order Header** contains information such as **PO #ID**, **Vendor**, **PO Status**, **PO Date**, **Buyer**, and total purchase order value.

The **PO Lines** include information about the good or service ordered, such as a **Description**, **UOM** (Unit of Measure), **PO Quantity**, **Price**, and **Ship To** location. Purchase order lines can be set to receive by quantity or amount only.

The **PO Distribution** includes Chart of Account distribution information by purchase order line. A purchase order line can have multiple distribution lines. Click the **Schedule** icon to access the PO schedule and PO distribution.

**Maintain Purchase Order**

**Purchase Order**

Business Unit: 50100  
PO ID: 0001071930  
Copy From: [Dropdown]  
PO Status: Dispatched  
Hold From Further Processing: ☐  
Current Change Reason: [Link]

**PO Header**

\*PO Date: 04/22/2013 Vendor Search  
Vendor: L S LEE INC Vendor Details  
\*Vendor ID: 0000023007 L S Lee Inc  
\*Buyer: MIKE HALL Hall, Mike (VDOT)  
PO Reference: NOVA FAIRFAX COUNTY PARKWAY GU  
Web IMS?: ☐

Backorder Status: Not Backordered Create Back Order  
Receipt Status: Not Rec'd  
\*Dispatch Method: Print Dispatch  
eVA PO Type: R01 Routine Bill Vendor  
eVA Order Method: URL  
eVA Interface: SEVA  
eVA Dtm: 04/23/2013 9:00:29AM

**Amount Summary**

Merchandise: 237,237.00  
Freight/Tax/Misc.: 0.00 Calculate  
Total Amount: 237,237.00 USD

**Add Items From**  
Purchasing Kit Catalog Item Search

**Select Lines To Display**  
Line: [Dropdown] To: [Dropdown] Retrieve

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status	Action
1	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	237,237.00000	237,237.00	Open	[Schedule] [Print] [Edit] [Delete]
2	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	11,861.85000	11,861.85	Open	[Schedule] [Print] [Edit] [Delete]
3	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	-11,861.85000	-11,861.85	Open	[Schedule] [Print] [Edit] [Delete]

Click on image to enlarge





# Purchasing Process - Build Purchase Order (continued)

The **WebIMS** checkbox indicates whether the PO is a WebIMS restock purchase order.

You can navigate to the **Purchase Order** page by using the following path:

**Main Menu > Purchasing > Purchase Orders > Add/Update POs**

The screenshot displays the 'Maintain Purchase Order' interface. The 'Purchase Order' header section includes fields for Business Unit (50100), PO ID (0001071930), and Copy From. The 'Web IMS?' checkbox is highlighted with a red box. The 'Vendor' field is set to 'L S LEE INC' and the 'Buyer' field is set to 'MIKE HALL'. The 'PO Reference' field is set to 'NOVA FAIRFAX COUNTY PARKWAY GU'. The 'Amount Summary' section shows a Merchandise total of 237,237.00, Freight/Tax/Misc. of 0.00, and a Total Amount of 237,237.00 USD. The 'Lines' table at the bottom lists three items, all with a quantity of 1.0000 and a status of 'Open'.

Line	Item	Description	PO Qty	UOM	Category	Price	Merchandise Amount	Status
1	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	237,237.00000	237,237.00	Open
2	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	11,861.85000	11,861.85	Open
3	9137101000	NOVA FAIRFAX COUNTY PARKWAY GU	1.0000	HUR	9137101	-11,861.85000	-11,861.85	Open

Click on image to enlarge



# Purchasing Process - Receive Items

Receiving can be done by quantity or amount, depending on how the purchase order line is setup. Click the **Select Purchase Order** link to identify the purchase order to be received against. The **Header Details** indicate the date and time that you physically received the material, the shipping information, the carrier that was used and match options. The **Receipt Lines** provide receiving details, such as the quantity received, the quantity of items accepted/rejected, the date due, etc.

You can navigate to the **Maintain Receipts** page by using the following path:

**Main Menu > Purchasing > Receipts > Add/Update Receipts**

**Maintain Receipts**

**Receiving**

Business Unit: 50100      Receipt Status: Fully Received ✖

Receipt ID: 0001516688      [Add Header Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

[Select Purchase Order](#)      [Close Short All Lines](#)      [Run P.O. Receipt Accrual](#)

Line	Item	Description	Receipt Qty	*Rcv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM
1	7503518200	AGGREGATE BASE, STONE CLASS I	109.9600	LTN	20.10000	109.9600	Received	7503518	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN ✖

☐ Interface Receipt      ☐ Run Close Short

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Display](#)

Click on image to enlarge



# Purchasing Process - PCard / ISSP

The **Reconcile Statement** page is used to view and update PCard and ISSP transactions loaded the previous day. Both PCard transactions and ISSP transactions are reconciled and approved on this page. Reconcilers set charges from **Staged** to **Verified**. Approvers set charges from **Verified** to **Approved**. The **Validate Budget** button checks for a valid distribution (chart of accounts) only. It does not check for available funds.

You can navigate to the **Reconcile Statement** page for Procurement Cards by using the following path:

**Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement**

For more information on PCards and ISSP, please refer to the **Using and Maintaining PCards** and the **Using and Maintaining ISSP Transactions** courses.

**Reconcile Statement**  
**Procurement Card Transactions**

Empl ID: 00150579800 Name: BAVIO  
Card Number: \*\*\*\*\*4806 Card Provider: BAVIO  
☐ Run Budget Validation on Save

Bank Statement Customize | Find | View All | First 1-9 of 41 Last

Transaction	Trans Date	Merchant	Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	04/25/2013	POTOMAC ENVIRONMENTAL IN	Approved	325.43	USD	Valid	Recycled	No
2	04/24/2013	MIRION TECHNOLOGIES (GDS)	Staged	10.40	USD	Valid	Recycled	No
3	04/23/2013	E-ZPASS MD MPC	Staged	6.00	USD	Valid	Recycled	No
4	04/23/2013	PENNONI ASSOCIATES INC	Staged	2,060.25	USD	Valid	Recycled	No
5	04/23/2013	THE SCALE PEOPLE, INC	Staged	297.92	USD	Valid	Recycled	No
6	04/23/2013	COLONIAL SCIENTIFIC	Staged	167.80	USD	Valid	Recycled	No
7	04/22/2013	RICHMOND CITY OF UTIL	Staged	500.00	USD	Valid	Recycled	No
8	04/22/2013	OPAYFEE RICHMOND CTY UT	Staged	5.95	USD	Valid	Recycled	No
9	04/22/2013	RICHMOND CITY OF UTIL	Staged	500.00	USD	Valid	Recycled	No

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Click on image to enlarge

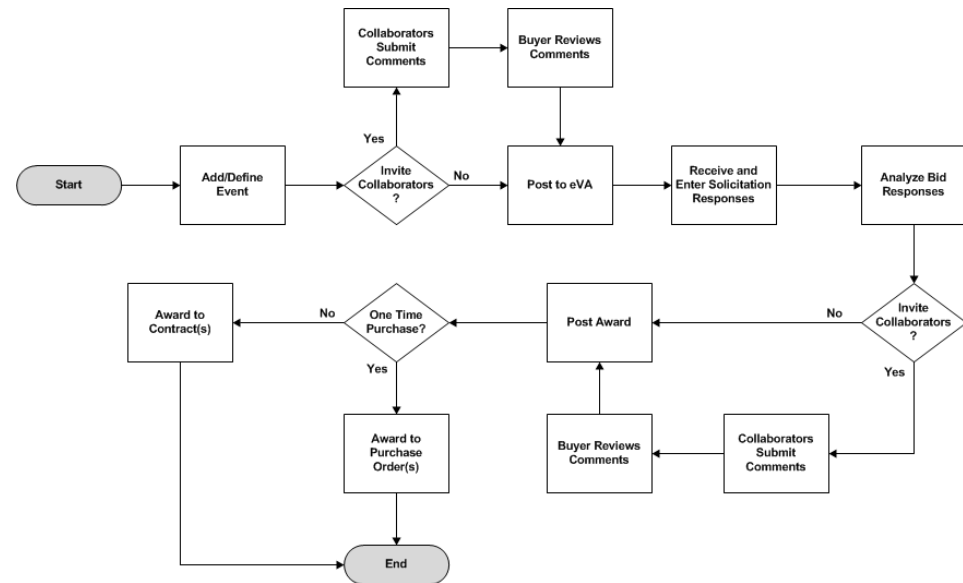


# Strategic Sourcing Process

The **Strategic Sourcing** module allows users to create and award bids/proposals for purchase orders or contracts. Strategic Sourcing is used to create Invitations for Bid (IFB) or Requests for Proposals (RFP) that are sent to vendors to obtain bids or offers on goods or services. This module also allows Buyers to add bid and weighting factors.

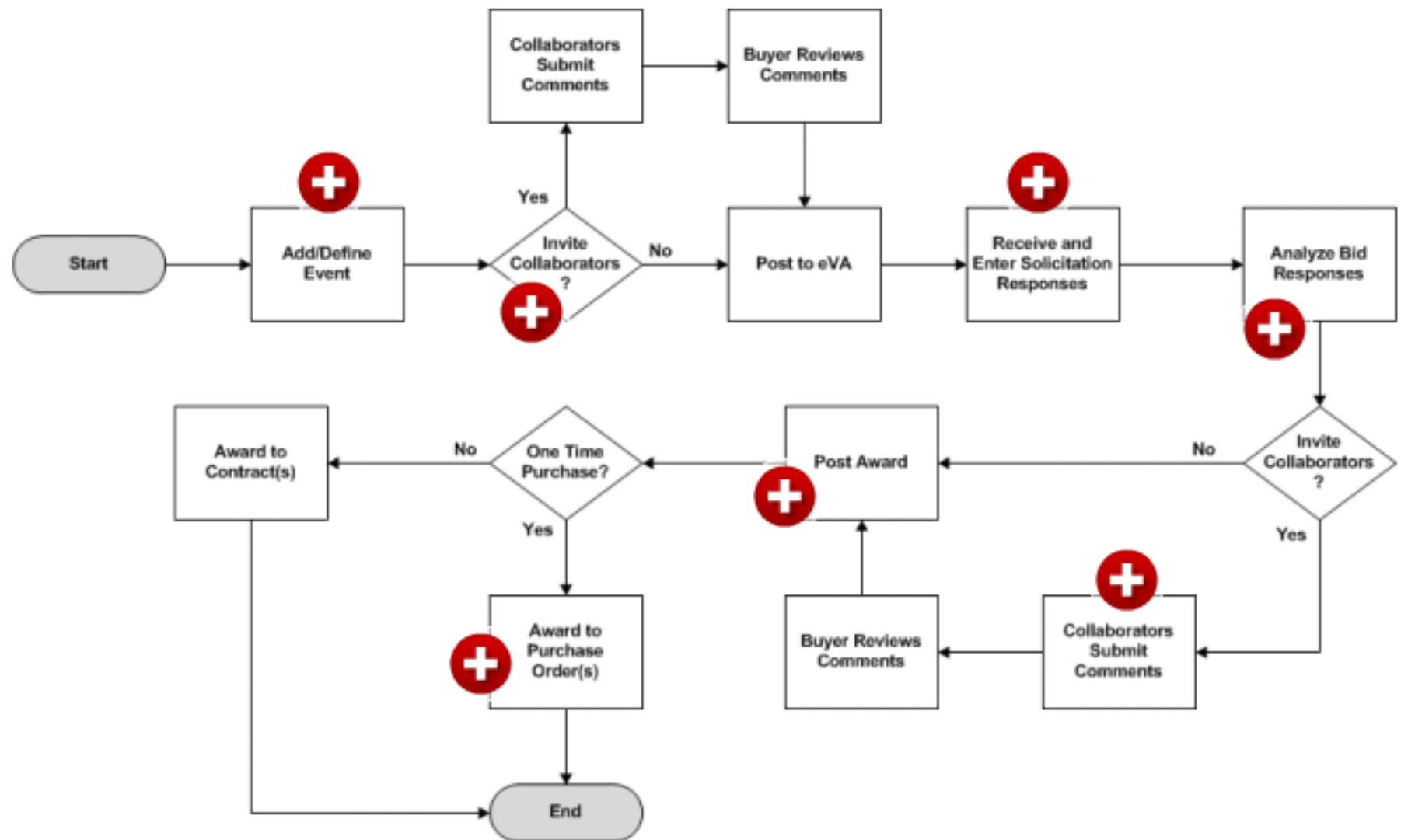
The Strategic Sourcing process involves several key steps:

- Add/Define Events
- Event Collaboration
- Receive and Enter Solicitation Response
- Analyze Bid Response
- Response Collaboration
- Post Award
- Award to Contract(s) or Purchase Order(s)



**Click on image to enlarge**

# Strategic Sourcing Process





# Strategic Sourcing Process (continued)

The **Strategic Sourcing** Home Page in Cardinal allows access to the major functions in Strategic Sourcing, such the **Workbench**, **Event History**, **Analyze Events** and **Award Events** for goods and services to purchase orders or contracts.

You can navigate to this page by using the following path:

**Main Menu > Sourcing**

**Strategic Sourcing Home Page**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Sourcing

### Sourcing

Source goods and services.

<b>Create Events</b> Create new sourcing events and manage related templates and bid factors. <ul style="list-style-type: none"><li><a href="#">Event Details</a></li><li><a href="#">Maintain Event Templates</a></li><li><a href="#">Bid Factor Setup</a></li><li><a href="#">5 More...</a></li></ul>	<b>Event Responses</b> Enter responses on behalf of bidders and manage bidder information. <ul style="list-style-type: none"><li><a href="#">Create Bidder Response</a></li><li><a href="#">Maintain Bidder</a></li><li><a href="#">Search Bidder Activity</a></li></ul>	<b>Maintain Events</b> Manage existing events, process awards, and view history. <ul style="list-style-type: none"><li><a href="#">Event History</a></li><li><a href="#">Event Workbench</a></li><li><a href="#">Analyze Events</a></li><li><a href="#">6 More...</a></li></ul>
<b>Manage Plans</b> Perform tasks related to Sourcing Plans <ul style="list-style-type: none"><li><a href="#">Plan Details</a></li><li><a href="#">My Sourcing Plan Tasks</a></li><li><a href="#">Plan Workbench</a></li><li><a href="#">View Tasks By Resource</a></li></ul>	<b>Sourcing Administration</b>	<b>Reports</b> Process Reports <ul style="list-style-type: none"><li><a href="#">Event Bid Tab</a></li><li><a href="#">SWAM Report</a></li><li><a href="#">Cycle Time Analysis</a></li><li><a href="#">2 More...</a></li></ul>



# Strategic Sourcing Process (continued)

You can navigate to this **Strategic Sourcing Event Page** using the following path:

**Main Menu > Sourcing > Create Events > Event Details**

**Create an Event:** This is the starting point. A number of pages allow you to enter details for the event, such as bid factors, open and close dates, requisition information, line items that bidders can bid on, adding specifications, inserting attachments, etc.

**Bid Factors:** Bid factors are questions that bidders answer about their products, services, or company. Bid Factors can be used to allow evaluation based on factors such as price, warranties offered, lead time, and product quality.

**CARDINAL**

Favorites Main Menu > Sourcing > Create Events > Event Details

**Create an Event**

**Event Summary**

Business Unit: 50100 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type: RFx [Change to Auction](#)

Event Status: Open

\*Solicitation Type:

\*Event Name:

Description:

Preview Date: 02/25/2013 12:22PM EST

\*Start Date: 03/11/2013 12:22PM EDT

\*End Date: 03/21/2013 12:22PM EDT

Copy From:

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.

[\\* Event Settings and Options](#)  
[Event Comments and Attachments](#)  
[Event Header Bid Factors](#)

[Payment Terms and Contact Info](#)  
Event Constraints

**Step 2: Configure Line Items**  
Create line listings for this event.

[\\* Line Items](#)  
[Item Line Defaults](#)

**Step 3: Select Bidders to Invite**  
Send out targeted invitations to this event, designate it as a public event, or both.

[\\* Bidder Invitations](#)

**Step 4: Invite Collaborators**  
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.

[Event Collaborators](#)

**Step 5: Post Event**  
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Click on image to enlarge

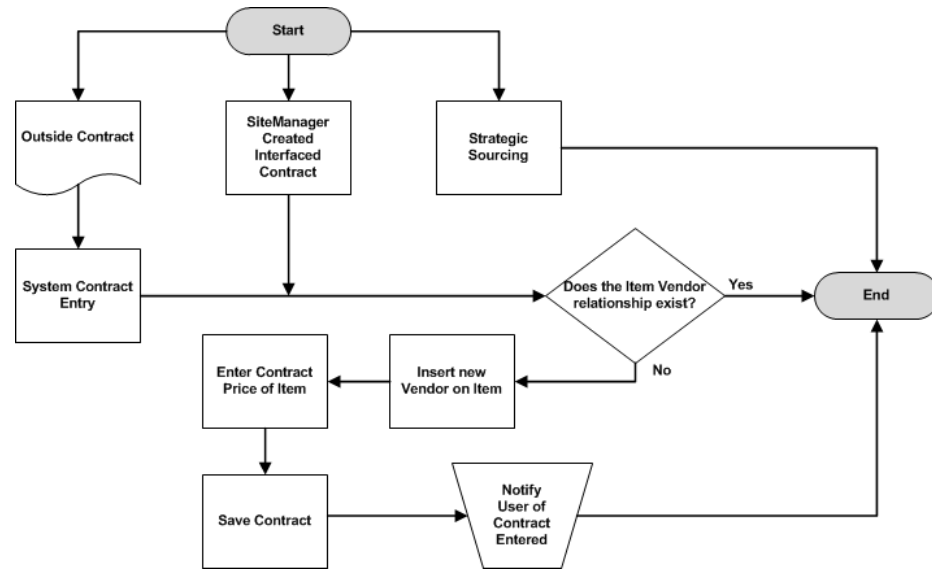


# Procurement Contracts Process

The **Procurement Contracts** module manages the processes used to create and maintain agreements with vendors to purchase goods and/or services. A Procurement Contract is an agreement between an agency and a vendor to formalize a price for a particular item or service and may also be set for a period of time.

Key steps in the Procurement Contracts process are:

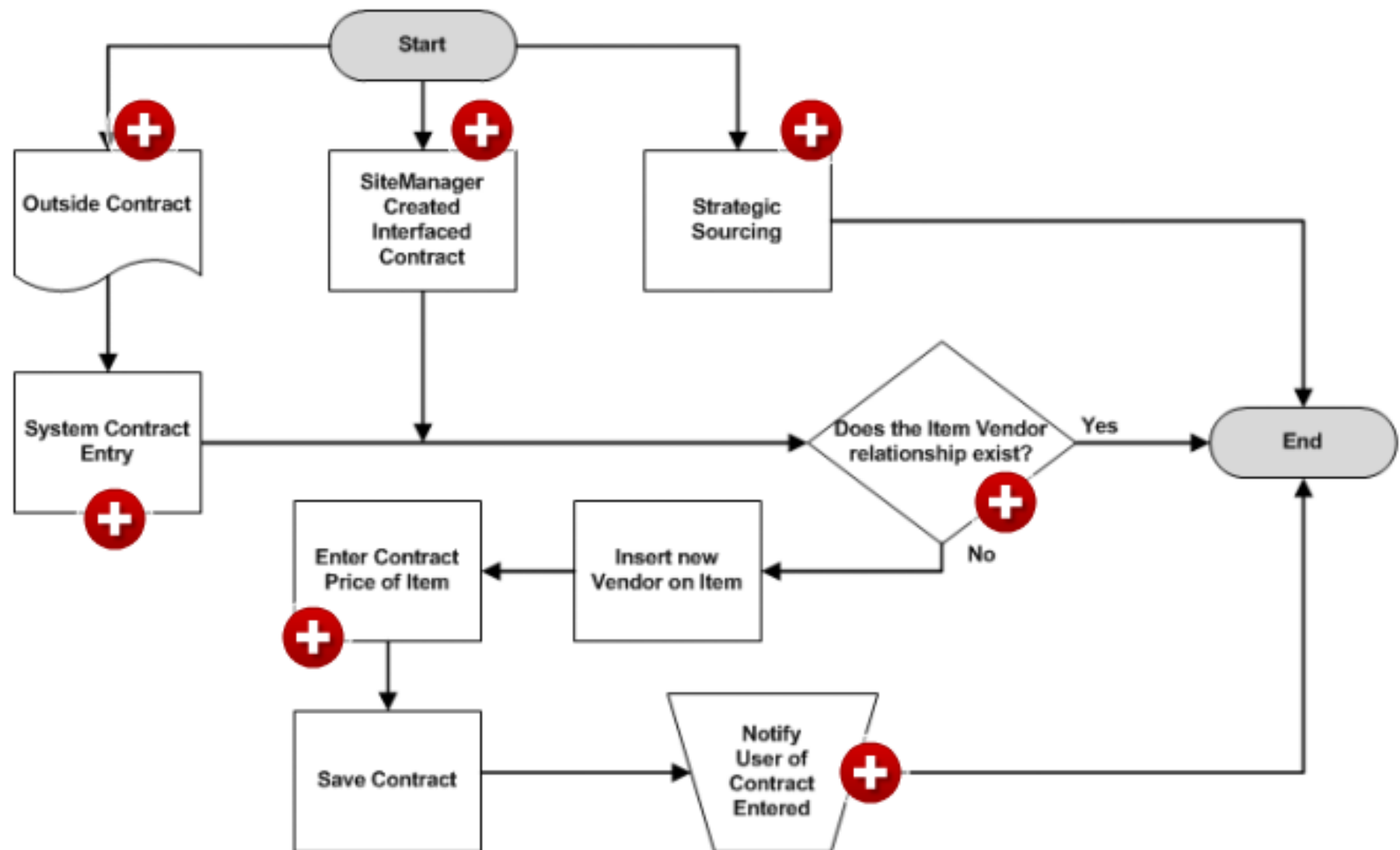
- Creating a Contract - includes entering the vendor pricing information into the Contracts module.
- Maintaining a Contract - involves contract versioning, modifications, contract price adjustments and other changes.



Click on image to enlarge



# Procurement Contracts Process





# Procurement Contracts Process (continued)

The **Procurement Contracts** Home Page in Cardinal allows access to the major functions with Procurement Contracts, such as define, maintain, release and report on vendor contracts.

You can navigate to this page using the following path:

**Main Menu > Procurement Contracts**

**CARDINAL**

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts

**Procurement Contracts**

Define, maintain, release, review and report on vendor contracts.

<b>Manage Master Contracts</b> Group several contracts for a supplier using one master contract ID.	<b>Add/Update Contracts</b> Add or modify contract header, line, and release information.	<b>Create Contract Releases</b> Create Contract Releases
<b>Dispatch Contracts</b> Run processes to dispatch contracts to appropriate vendors.	<b>Stage Contract POs</b> Stage contract releases to create purchase orders.	<b>Create Contract Alert Workflow</b> Notify buyers when contracts expire or reach maximum monetary amounts.
<b>Review Contract Information</b> Run inquiries on contract details and activities. <ul style="list-style-type: none"><li> <a href="#">Review Contracts by PO</a></li><li> <a href="#">Events</a></li><li> <a href="#">Document Status</a></li><li> <a href="#">Contract Change History</a></li></ul>	<b>Reports</b> Generate reports for vendor contracts. <ul style="list-style-type: none"><li> <a href="#">Contract Usage Details</a></li><li> <a href="#">Contract Executive Summary Rpt</a></li><li> <a href="#">Master Contracts</a></li><li><a href="#">7 More...</a></li></ul>	



# Procurement Contracts Process (continued)

The **Add/Update Contracts** page is used to create, view and update the contract. On the page, you can perform the following;

- Add/Update the **Contracts** page.
- Add/Update the **PO Defaults** link.
- Add/Update the **Line Details** icon.
- **Approve the Contract:** The Contract Officer can set up notices in Procurement Contracts to notify end user(s) when a contract is about to expire and when the contract balance has reached a certain threshold.

All contracts in Cardinal should be **Purchase Order** type contracts and will have at least one purchase order related to it.

You can navigate to this page using the following path:

**Main Menu > Procurement Contracts > Add/Update Contracts**

**Contract Entry**  
**Contract**

SetID: STATE  
Contract ID: 00000000000032801  
\*Status: Approved  
Administrator/Buyer: CAROLINE HUDGINS  
Hudgins, Caroline S. (VDOT)

**Contract Version**  
Version: 1 Status: Current  
Approved Date: 11/27/2011  
[New Version](#)

**Header**  
Process Option: **Purchase Order**  
Vendor: LL CARTER -003  
Vendor ID: 0000033093 LL Carter & Son Inc.  
Begin Date: 11/04/2011  
Expire Date: 08/31/2012  
Renewal Date:  
Currency: USD CRRNT  
Primary Contact:  
Vendor Contract Ref:  
Description: SAND-SLATERSVILLE  
Master Contract ID:  
☐ Tax Exempt

[Edit Comments](#)  
[Contract Activities](#)  
[Primary Contact Info](#)  
[Contract Releases](#)  
[Contract Reference](#)  
[Activity Log](#)  
[Document Status](#)  
[Thresholds & Notifications](#)

**Amount Summary**  
Maximum Amount: 0.00 USD  
Line Item Released Amount: 0.00  
Category Released Amount: 0.00  
Open Item Released Amount: 0.00  
Total Released Amount: 0.00

**Contract Items**  
[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

**SAND**  
[View Category Hierarchy](#) [Category Search](#)

Line	Item	Description	UOM	Category	Include for Release	Status
1	7507766150	SAND, GRADE B NATURAL	LTN	7507766	<input checked="" type="checkbox"/>	Active

Click on image to enlarge



# Procurement Contracts Process (continued)

The **Contract Reference** page is designed to capture required fields and additional data that do not appear on the **Contract** page.

The **Contract Reference** page uses effective dating to capture the following fields: **Contract Category**, **Responsible Organization**, **Estimated Contract Value**, **Supplemental Agreement Number**, **Supplemental Amount**, and **Supplemental Date**.

The **Contract Category** value identifies the type of contract and is used for reporting purposes in Cardinal.

**CARDINAL**

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

**Contract Entry**

**Contract Reference**

SetID: STATE

Contract ID: T00084907N01 Contract Version: 2

**Contract Information**

Contract Category: MAINTENANCE - SITE MANAGER GL Business Unit: 50100

Estimated Contract Value: 432,874.390 Responsible Org: 14000

**Supplement Agreement**

Supplement Number: Supplement Date: 31

Supplement Amount:

**Contract Renewal Options**

Renewal Date From: 31 Renewal Date To: 31

Original Number of Renewal Options: Current Renewal Period:

OK Cancel Refresh

Click on image to enlarge



## Lesson 2: Checkpoint

---

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.



Which module in the Procurement functional area would you use to source a contract?

- ☐ eProcurement
- ☐ Strategic Sourcing
- ☐ Purchasing
- ☐ All of the Above

The Purchasing process involves several key steps. Select the steps below that are a part of the process:

- ☐ Create a Requisition
- ☐ Build a Purchase Order
- ☐ Submit for Approval
- ☐ Dispatch Purchase Order
- ☐ Receive Items
- ☐ All of the Above



# Lesson 3: Procurement Integration and Interfaces

In this lesson, you will learn about the following topics:

- Integration with Accounts Payable
- Integration with General Ledger
- Integration with Project Costing
- Interfaces





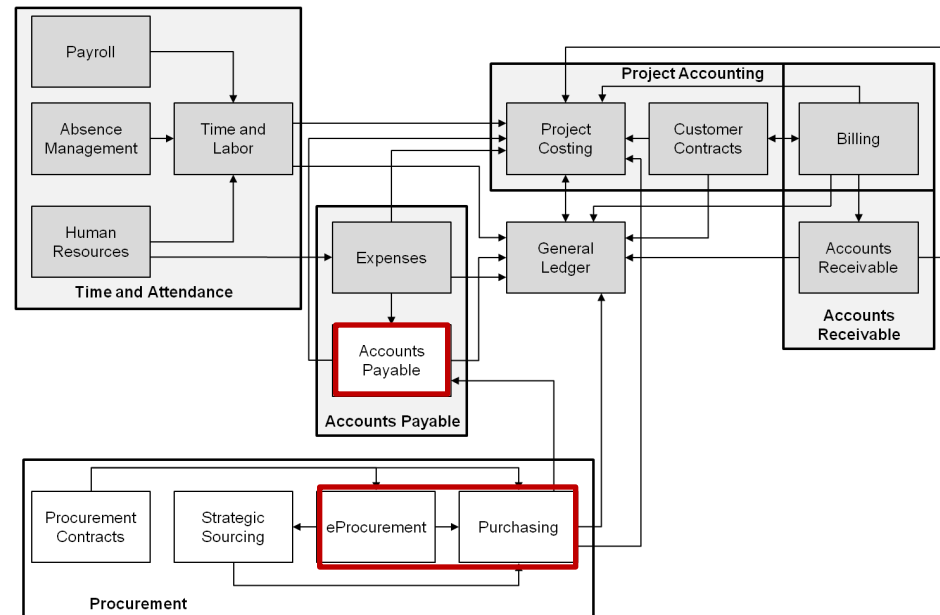


# Integration with Accounts Payable

Procurement integrates with Accounts Payable in several ways.

The **Copy from a Source Document** functionality enables you to copy purchase order and/or receiver information onto a voucher.

The Procurement module also sends PCard and ISSP data to Accounts Payable daily. Accounts Payable uses PCard data to create a monthly PCard voucher for each District and Central Office Division. Accounts Payable uses the ISSP data to create vouchers daily for all approved transactions.



Click on image to enlarge



# Integration with Accounts Payable - Matching

Matching ensures that you pay for what you ordered and received by comparing vouchers, purchase orders, and receiving documents.

**Two-way matching** compares the voucher with the invoice. This applies to professional services and SiteManager contract types.

**Three-way matching** compares the purchase order, receipt and invoice. This applies to all goods and services type contracts.

The **Document Status** Inquiry functionality enables you to inquire and cross-reference related documents across the procure-to-pay business cycle.



# Integration with Accounts Payable - Vendors

All vendors are shared in one centralized database maintained by the Commonwealth Vendor Group.

Purchasing vendors (vendors on requisitions, purchase orders and contracts) are loaded directly into Cardinal from eVA. Fiscal vendors (non-purchasing vendors like a payee receiving a revenue refund) are entered online. The vendor database is used by both Accounts Payable and Procurement, so any changes made to a vendor will affect both functional areas.

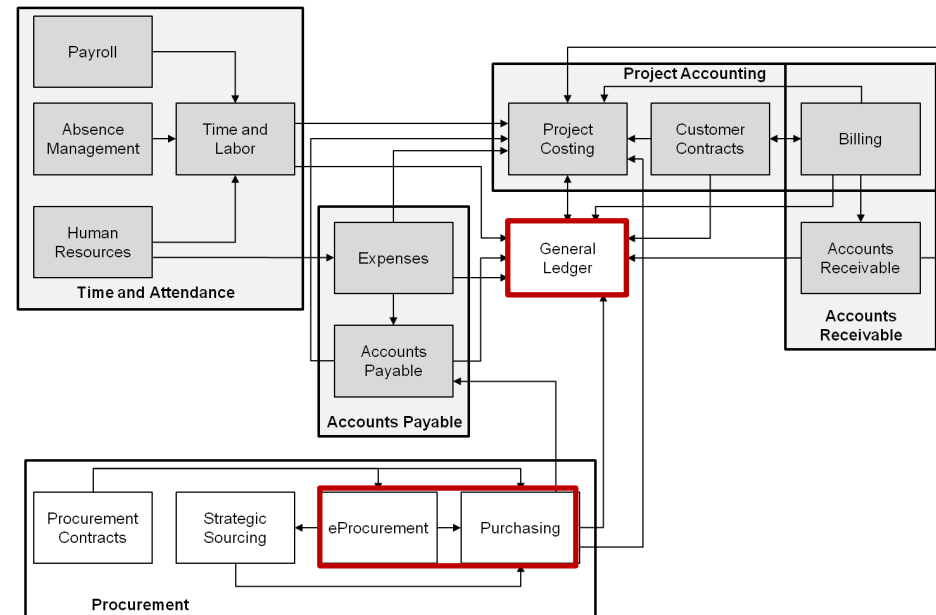
Please note, a vendor must be added to Cardinal before it can be used on a purchase order, sourcing event, requisition, voucher or payment.



# Integration with General Ledger

Procurement integrates with General Ledger (GL) through several paths. Purchase Orders and PCard transactions will integrate with Accounts Payable, where voucher/payment data is transmitted to GL.

In addition, WebIMS sends requisition information to GL via the GL journal generation process. Manual updates to the WebIMS issuance process require a spreadsheet journal to upload data into GL.

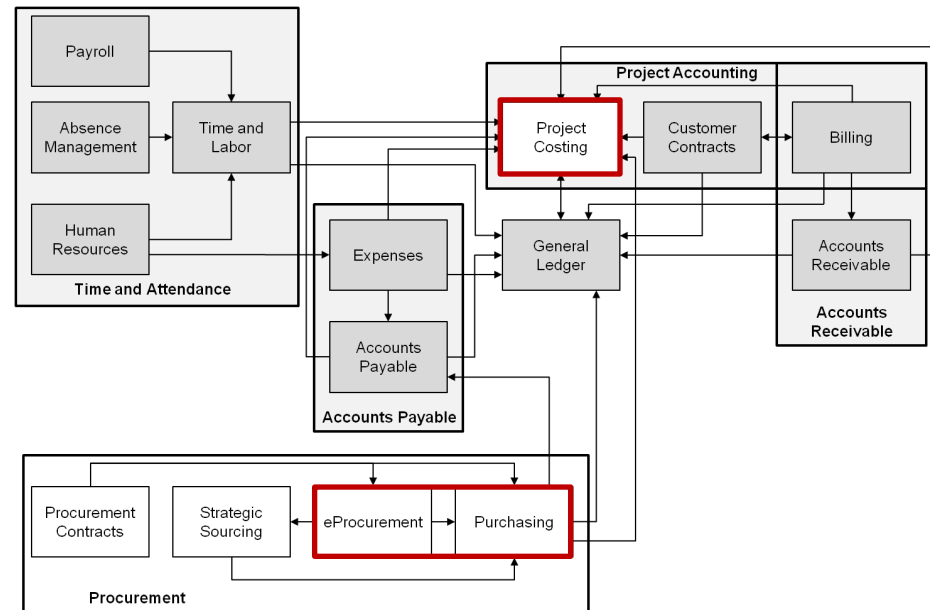


**Click on image to enlarge**



# Integration with Project Costing

Procurement integrates with the Project Costing module. When requisitions and purchase orders are created in the Procurement module and are related to a project, this information is sent to Project Costing.

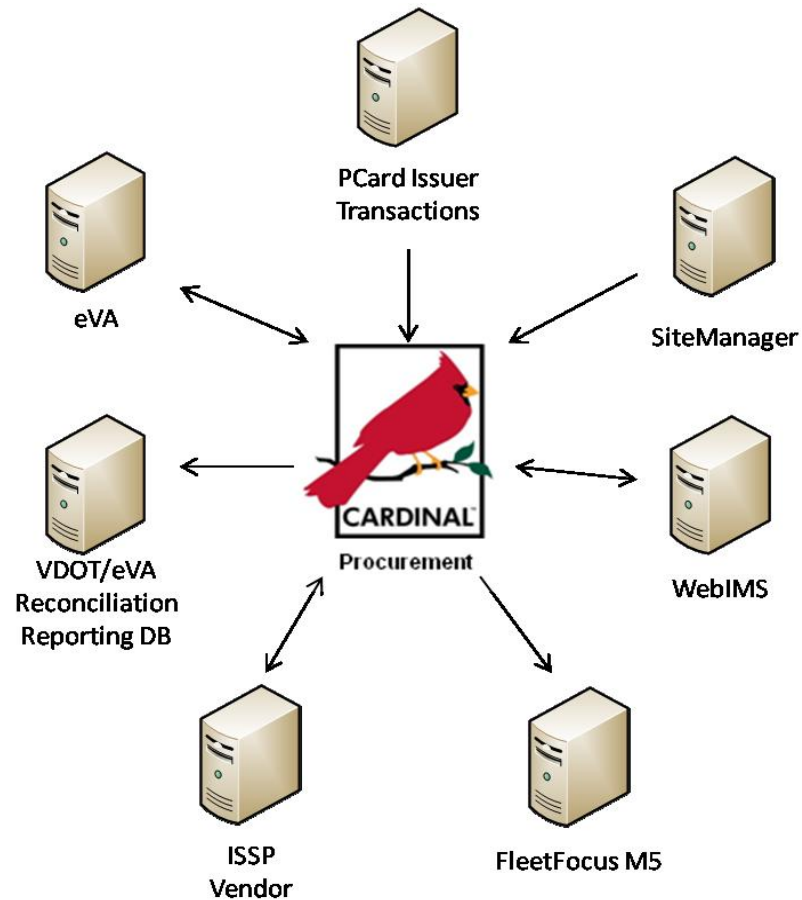


Click on image to enlarge

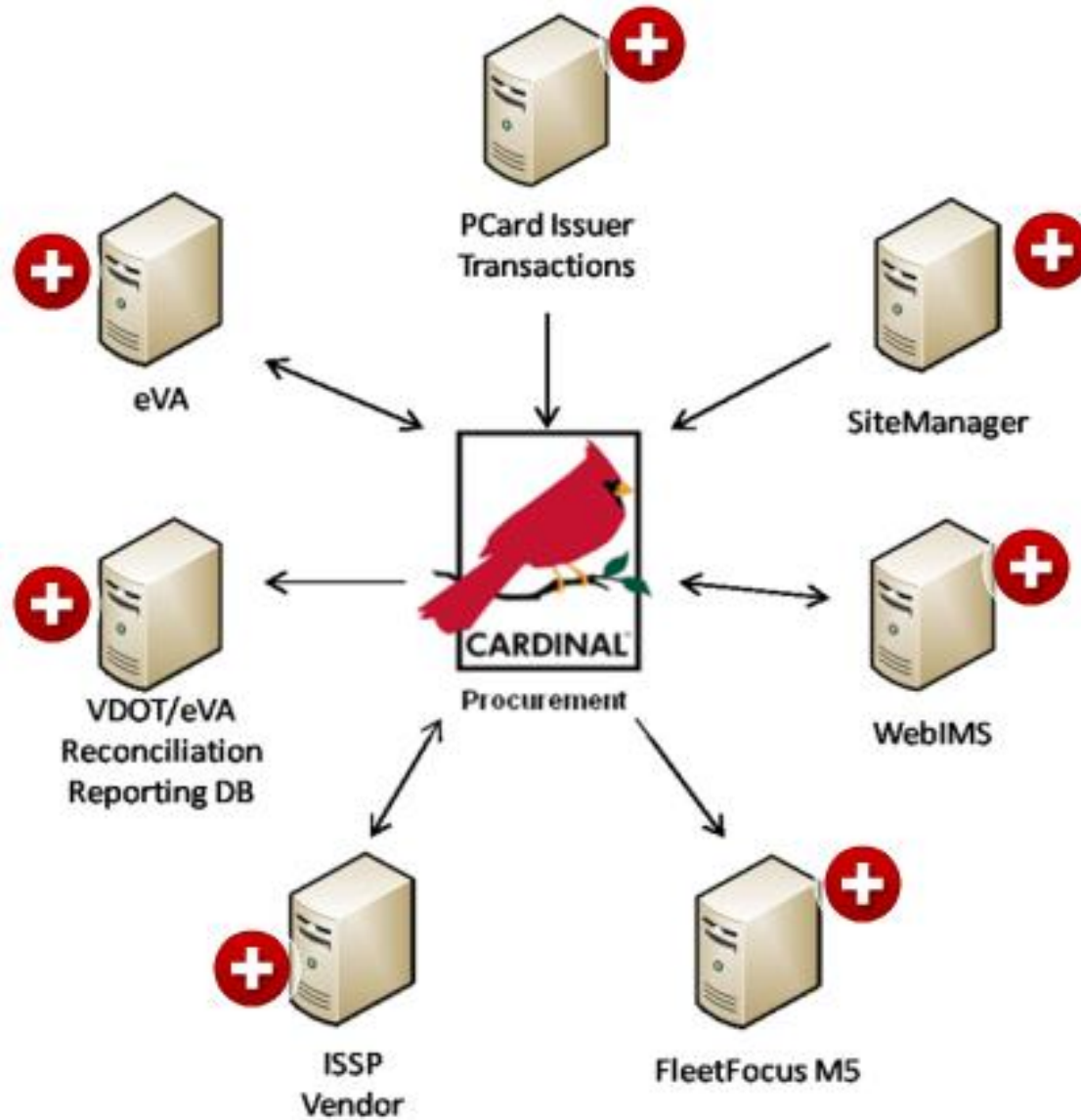


# Interfaces

Procurement also interfaces with several other systems outside of Cardinal. The diagram shows the systems that the Procurement functional area sends and/or receives information.



# Interfaces





## Lesson 3: Checkpoint

---

Now is your opportunity to check your understanding of the course material. Read the question, select your answer and click **Submit** to see if you chose the correct response.





The Procurement module interfaces with several major systems outside of Cardinal. They are: WebIMS, ISSP, eVA, SiteManager, PCard Issuer Vendor, FleetFocus M5 and VDOT/eVA Reconciliation Reporting Database.

- ☐ True
- ☐ False

The Procurement functional area integrates with three other functional areas in Cardinal.

- ☐ True
- ☐ False



# Course Summary

In this course, you learned:

- The Procurement process involves requesting goods or services, managing quotes from vendors, creating contracts, managing purchase orders, and receiving goods.
- Procurement in Cardinal contains four modules to assist end users in managing the Procurement process: eProcurement, Purchasing, Strategic Sourcing and Procurement Contracts.
- The Purchasing and the eProcurement modules are used to purchase goods and services.
- The Strategic Sourcing module is used to advertise and award bids or proposals and to generate subsequent purchase orders or contracts.
- The Procurement Contracts module manages the Procurement Contracts process.
- The Procurement functional area integrates with three other functional areas in Cardinal: Accounts Payable, Project Costing and General Ledger.
- The Accounts Payable functional area interfaces with six other major systems: WebIMS, ISSP, eVA, SiteManager, and FleetFocus M5.



# Course Evaluation

Congratulations! You have completed the **INTRO140: Procurement Overview** course. Please use the evaluation link to assess this course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the Exit Course button.





# Appendix

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- Key Terms
- Diagrams and Screenshots
- Flow Chart Key



# Key Terms

---

**Buy Event:** The purchase of goods and/or services through a Bid, / Proposal or RFP (Request for Proposal).

**Item:** A good or service provided by a vendor. Each item has a unique identifier or number.

**Item Categories:** A group of similar items.

**Purchase Order (PO)** An online “form-fill-it” identifying what is being ordered, all related attributes, approval and disposition.

**Procurement Contracts:** A binding understanding between a state agency and a vendor, arising from a strategic sourcing event or purchase order.

**Receiving:** The process of documenting the receipt of goods and/or services against a PO (Purchase Order).

**Requester:** The individual who requests that a requisition for goods and/or services be entered into Cardinal.



# Key Terms (continued)

---

**Requisitioner (or Requisition Processor in Cardinal):** The person entering the requisition into Cardinal.

**Requisitions:** An online request for goods and/or services, created from the eProcurement or Purchasing module.

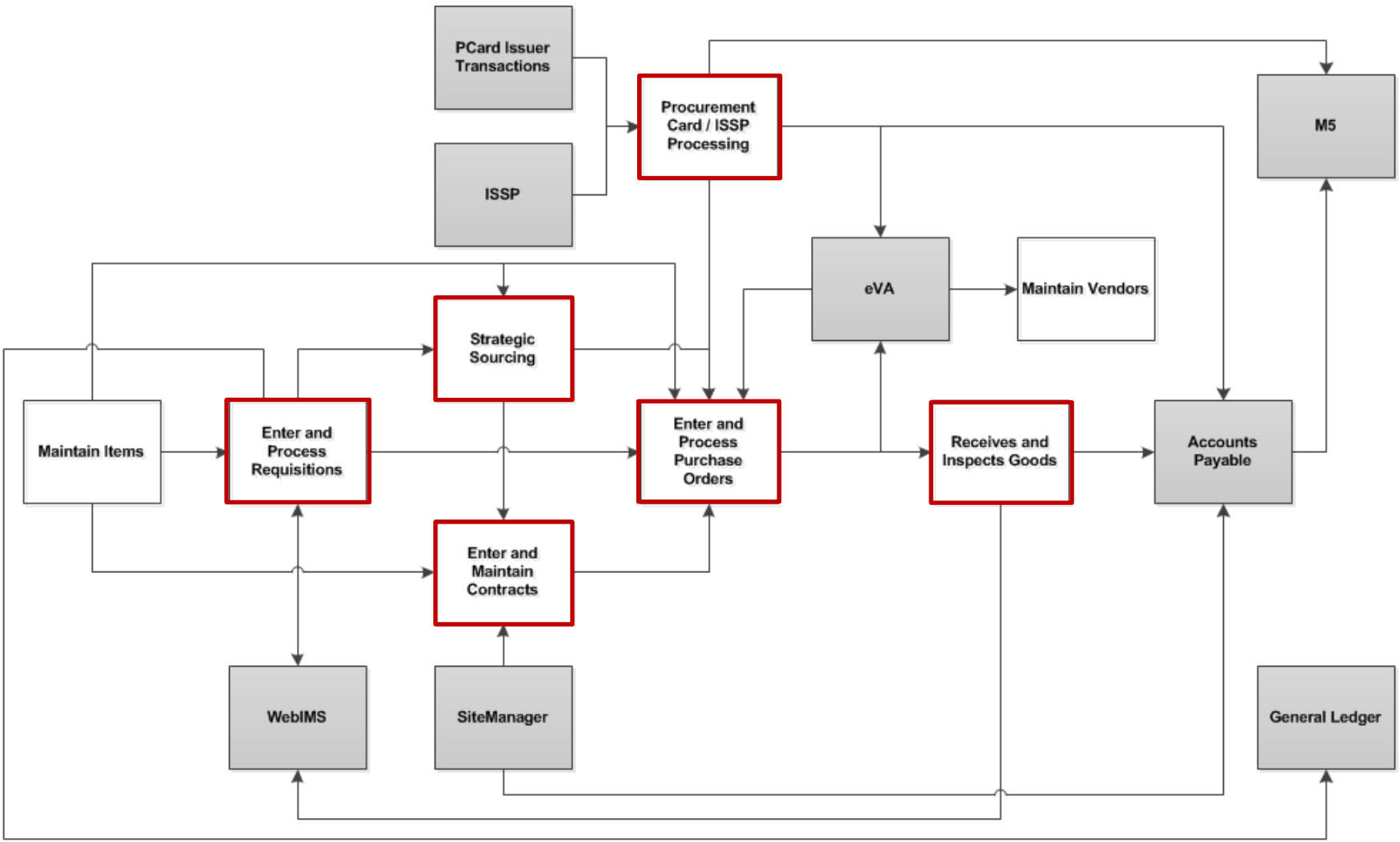
**RFx:** Request for Quote, Invitation For Bid and/or Request For Proposal.

**Strategic Sourcing:** The process of soliciting quotes, bids/proposals and/or offers to establish contracts and/or purchase orders.

**Web Inventory Management System (WebIMS):** VDOT's electronic inventory tracking and management system.



# Procurement Functional Area in Cardinal







# Procurement Functional Area in Cardinal (continued)

---

**Enter and Process Requisitions:** This process is managed in the eProcurement and the Purchasing modules of Cardinal.

**Strategic Sourcing:** This process is managed in the Strategic Sourcing module of Cardinal.

**Enter and Maintain Contracts:** This process is managed in the Procurement Contracts module of Cardinal.

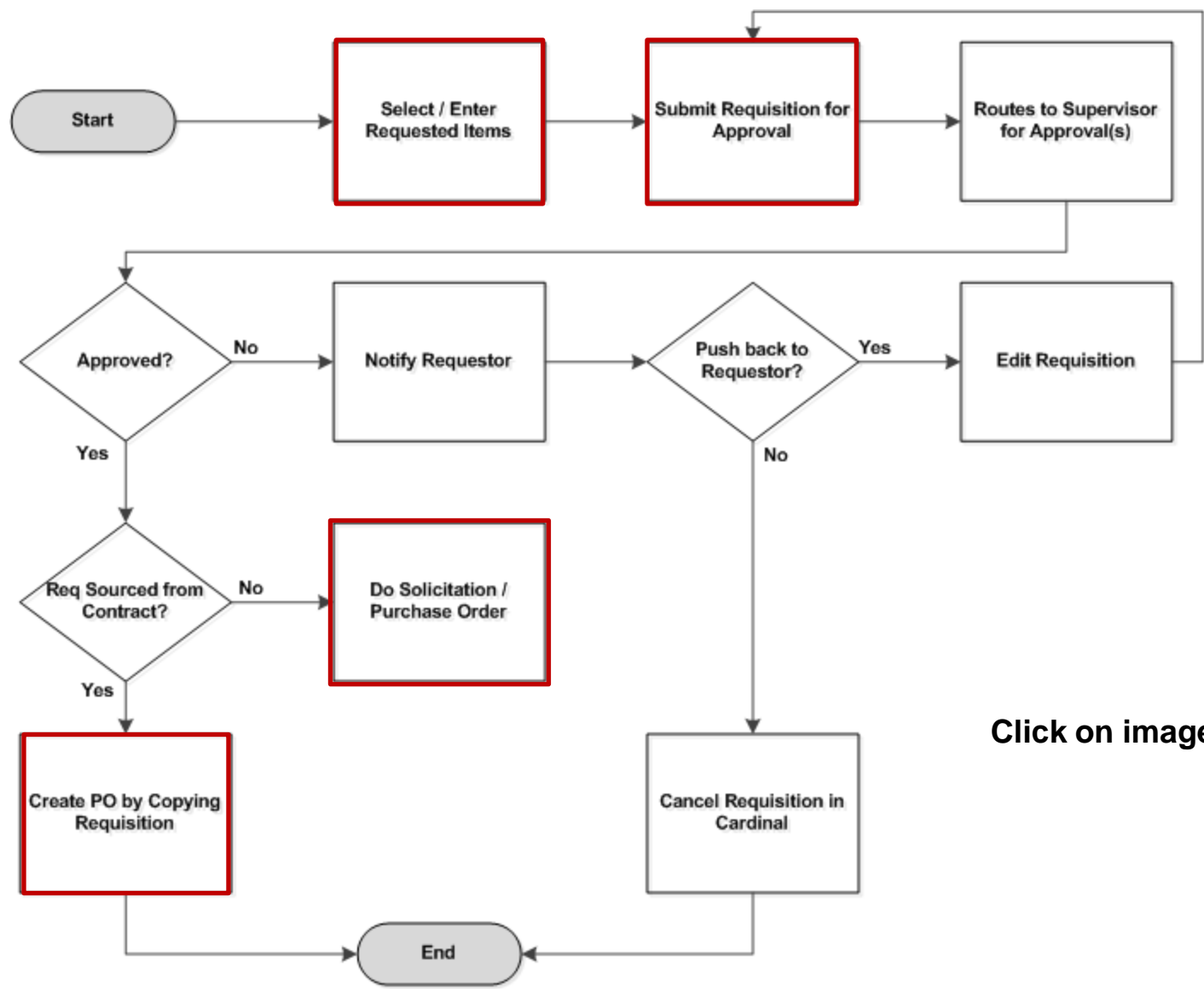
**Enter and Process Purchase Orders:** This process is managed in the Purchasing module of Cardinal.

**Receives and Inspects Goods:** This process is managed in the Purchasing module of Cardinal.

**Procurement Card / ISSP Processing:** The Purchasing Card and Integrated Supply Services Program processes are both managed in the Purchasing module of Cardinal.



# eProcurement Process



Click on image to return



# eProcurement Process (continued)


**Select / Enter Requested Items:** Uses NIGP (National Institute of Government Purchasing) codes. NIGP codes provide a standard coding structure that classifies a wide range of goods and services.

**Submit Requisition for Approval:** Forwards the requisition for approval.

**Create Purchase Order:** Creates a purchase order by either copying the approved requisition into the purchase order against a contract or by awarding an event.



# eProcurement Requisitions



Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > eProcurement > Create Requisition

1. Define Requisition

2. Add Items and Services

3. Review and Submit

Specify requisition name, requester, and other information that applies to the entire requisition.

Business Unit:

50100

VA Dept of Transportation

Requester:

MIKE.HALL

Hall, Mike (VDOT)

\*Currency:

USD

Requisition Name:

Priority:

Medium

Line Defaults

Note: The defaults specified below will be applied to requisition lines when there are no predefined values for these fields.

Vendor:

Vendor Location:

Buyer:

Category:

Unit of Measure:

Shipping Defaults

Ship To:

CNTRL OF2

Modify Onetime Address

Due Date:

Attention:

Accounting Defaults

Customize | Find | First 1 of 1 Last

Chartfields1

Chartfields2

Chartfields3

Details

Asset Information

Location	GL Unit	Entry Event	Account
CNTRL OF1	50100		

Continue

Requisition Summary

There are no lines on this request.  
Please add new line in order to save this requisition.

Total Lines:

0

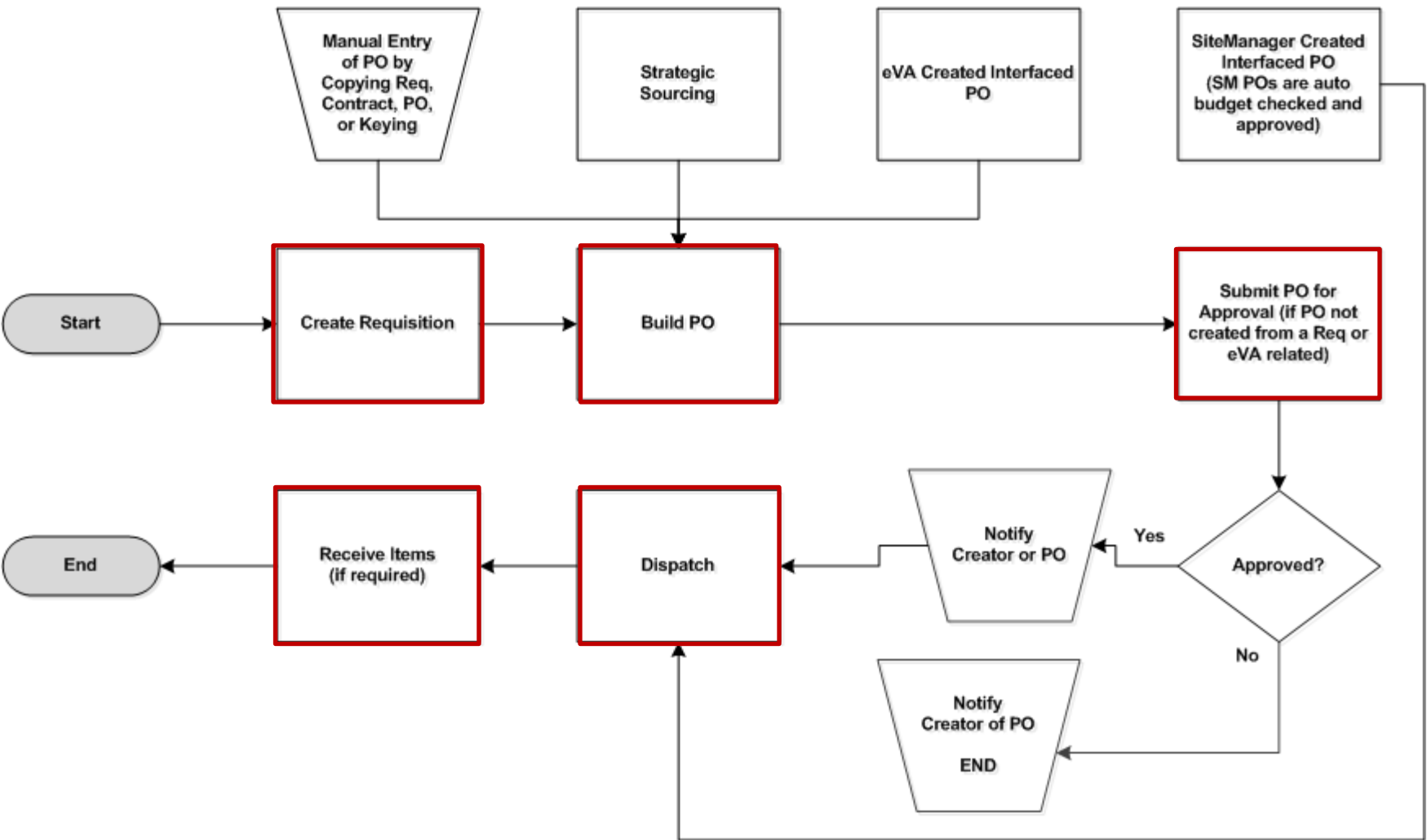
Total Amount (USD):

0

Click on image to return



# Purchasing Process





# Purchasing Process (continued)

**Create Requisition:** Requisitions can be created from either the eProcurement or Purchasing module.

**Build Purchase Order:** A purchase order can be created:

- By manually copying the requisition information in to the purchase order or contract
- From information received from the Strategic Sourcing module
- From purchase orders created in eVA that are loaded into Cardinal
- From SiteManager contracts that are loaded into Cardinal with supporting purchase orders

**Submit for Approval:** Requisitions are sent via workflow for approval by the Requestor's Supervisor. Purchase orders created without a requisition are sent via workflow for approval by the Buyer's Supervisor. Requestors cannot approve their own requisitions, nor can Buyers approve their own purchase orders. Purchase orders created from a requisition do not require approval. Change Orders only require approval when the amount changed exceeds Agency Procurement and Surplus Property Manual (APSPM) policy, or when adding a line.

**Receiving:** When goods or services are received, receipt information is entered into Cardinal to acknowledge that the goods and/or services have been delivered and accepted.

**Dispatch Purchase Order:** Once the purchase order is approved, its is sent to the vendor.



# Create Requisition

Home | Worklist

Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions

New Window | Help

Maintain Requisitions

Requisition

Business Unit: 50100

\*WebIMS Req Type: Regular

Status: Open

☒

Requisition ID: NEXT

Requisition Name:  [Copy From](#) ☐ Hold From Further Processing

Header

\*Requester:

\*Requisition Date: 04/25/2013

Origin: ONL

\*Currency Code: USD

[Requester Info](#)

Online Input

Dollar

[Requisition Defaults](#)

[Add Comments](#)

[Requisition Activities](#)

[Amount Summary](#)

Total Amount: 0.00 USD

Add Items From

[Purchasing Kit](#)

[Catalog](#)

[Item Search](#)

[Requester Items](#)

Line

Details

Ship To/Due Date

Status

Vendor Information

Item Information

Attributes

Contract

Sourcing Controls

WebIMS

Customize

Find

View All

First

1 of 1

Last

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status					
1	<input type="text"/>	<input type="text"/>	0.0000	<input type="text"/>	<input type="text"/>	0	0.00	Open					

[View Approvals](#)

\*Go to:

Save

Notify

Refresh

Add

Update/Display

Click on image to return



# Create Requisition (continued)

Home

FavoritesMain Menu > Purchasing > Requisitions > Add/Update Requisitions

New Window

Maintain Requisitions

Requisition

Business Unit:50100

\*WebIMS Req Type:Regular

Status:Open

☒

Requisition ID:NEXT

Requisition Name:Enter Subject Here

Copy From

☐ Hold From Further Processing

Header

\*Requester:MIKE.HALLHall, Mike (VDOT)

\*Requisition Date:04/26/2013Requester Info

Origin:ONLOnline Input

\*Currency Code:USD

Dollar

Card Number:

Expiration Date:

☐ Use Procurement Card

Requisition Defaults

Add Comments

Requisition Activities

Amount Summary

Total Amount:1,415.00 USD

Add Items From

Purchasing Kit

Catalog

Item Search

Requester Items

Line

CustomizeFindView AllFirst1 of 1Last

Details

Ship To/Due Date

Status

Vendor Information

Item Information

Attributes

Contract

Sourcing Controls

WebIMS

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status			
1	7507766148	SAND SAND, GRADE B	100.0000	LTN	7507766	14.15000	1,415.00	Open			

View Approvals

\*Go to:More...

Save

Notify

Refresh

Add


Update/Display

Click on image to return





# Document Status Page



[Favorites](#) [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Review PO Information](#) > [Document Status](#)

## Document Status

Business Unit:50100

Document Date:02/22/2013

Currency:USD

Buyer:



PO ID:[0001062853](#)

Status:Dispatched

Document Type:Purchase Order


Merchandise Amt:76,580.00








Associated Document


[Customize](#) | [Find](#) | [View All](#) |   First 1-4 of 5 Last


Documents


Related Info



SetID	Business Unit	Document Type	DOC ID	Status	Document Date	Vendor ID	Location	
	50100	Requisition	<a href="#">0002046649</a>	Approved	02/20/2013			
STATE		Contract	<a href="#">00000000000003257</a>	Approved	02/05/2013	0000015454 		
	50100	Receipt	<a href="#">0001598642</a>	Received	03/04/2013	0000015454 	MAIN	
	50100	Voucher	<a href="#">00166896</a>	Posted	03/04/2013	0000015454 	MAIN	

 Return to Search

 Previous in List

 Next in List

Click on image to return



**Click on image to return**



**Click on image to return**



# Receive Items

Home | Worklist | Add to Favorites

Favorites | Main Menu > Purchasing > Receipts > Add/Update Receipts

New Window | Help | Customize

Maintain Receipts

Receiving

Business Unit: 50100      Receipt Status: Fully Received ✖

Receipt ID: 0001516688      [Add Header Comments](#)      [Activities](#)

[Header Details](#)      [Document Status](#)

Header

[Select Purchase Order](#)      [Close Short All Lines](#)      [Run PO Receipt Accrual](#)

Receipt Lines

Customize | Find | View All | First 1 of 1 Last

Receipt Lines | More Details | Links and Status | Item / Mfg Data | Optional Input | Source Information | WebMS

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	
1	7503518200	AGGREGATE BASE, STONE CLASS I,	109.9600	LTN	20.10000	109.9600	Received	7503518	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LTN	<span>✖</span>


☐ Interface Receipt      ☐ Run Close Short

[Save](#)   [Return to Search](#)   [Previous in List](#)   [Next in List](#)   [Notify](#)   [Refresh](#)   [Add](#)   [Update/Display](#)

Click on image to return



# PCard Reconciliation



Favorites

Main Menu

Purchasing

Procurement Cards

Reconcile

Reconcile Statement

Reconcile Statement

Procurement Card Transactions

Empl ID: 00150579800

Card Number: \*\*\*\*\*4806

Name: BAVIO

Card Provider: BAVIO




























☐ Run Budget Validation on Save

Bank Statement

Customize | Find | View All | First 1-9 of 41 Last

Transaction

Billing

	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status	Redistrib	
1	<input checked="" type="checkbox"/>	04/25/2013	POTOMAC ENVIRONMENTAL, IN	Approved	325.43	USD	  	Valid	Recycled	No
2	<input type="checkbox"/>	04/24/2013	MIRION TECHNOLOGIES (GDS)	Staged	10.40	USD	  	Valid	Recycled	No
3	<input type="checkbox"/>	04/23/2013	E-ZPASS MD MPC	Staged	6.00	USD	  	Valid	Recycled	No
4	<input type="checkbox"/>	04/23/2013	PENNONI ASSOCIATES INC	Staged	2,060.25	USD	  	Valid	Recycled	No
5	<input type="checkbox"/>	04/23/2013	THE SCALE PEOPLE, INC	Staged	297.92	USD	  	Valid	Recycled	No
6	<input type="checkbox"/>	04/23/2013	COLONIAL SCIENTIFIC	Staged	167.80	USD	  	Valid	Recycled	No
7	<input type="checkbox"/>	04/22/2013	RICHMOND CITY OF UTIL	Staged	500.00	USD	  	Valid	Recycled	No
8	<input type="checkbox"/>	04/22/2013	OPAYFEE RICHMND CTY UT	Staged	5.95	USD	  	Valid	Recycled	No
9	<input type="checkbox"/>	04/22/2013	RICHMOND CITY OF UTIL	Staged	500.00	USD	  	Valid	Recycled	No

☒ Select All

☐ Clear All

Stage

Verify

Approve

Validate Budget

Search

Purchase Details

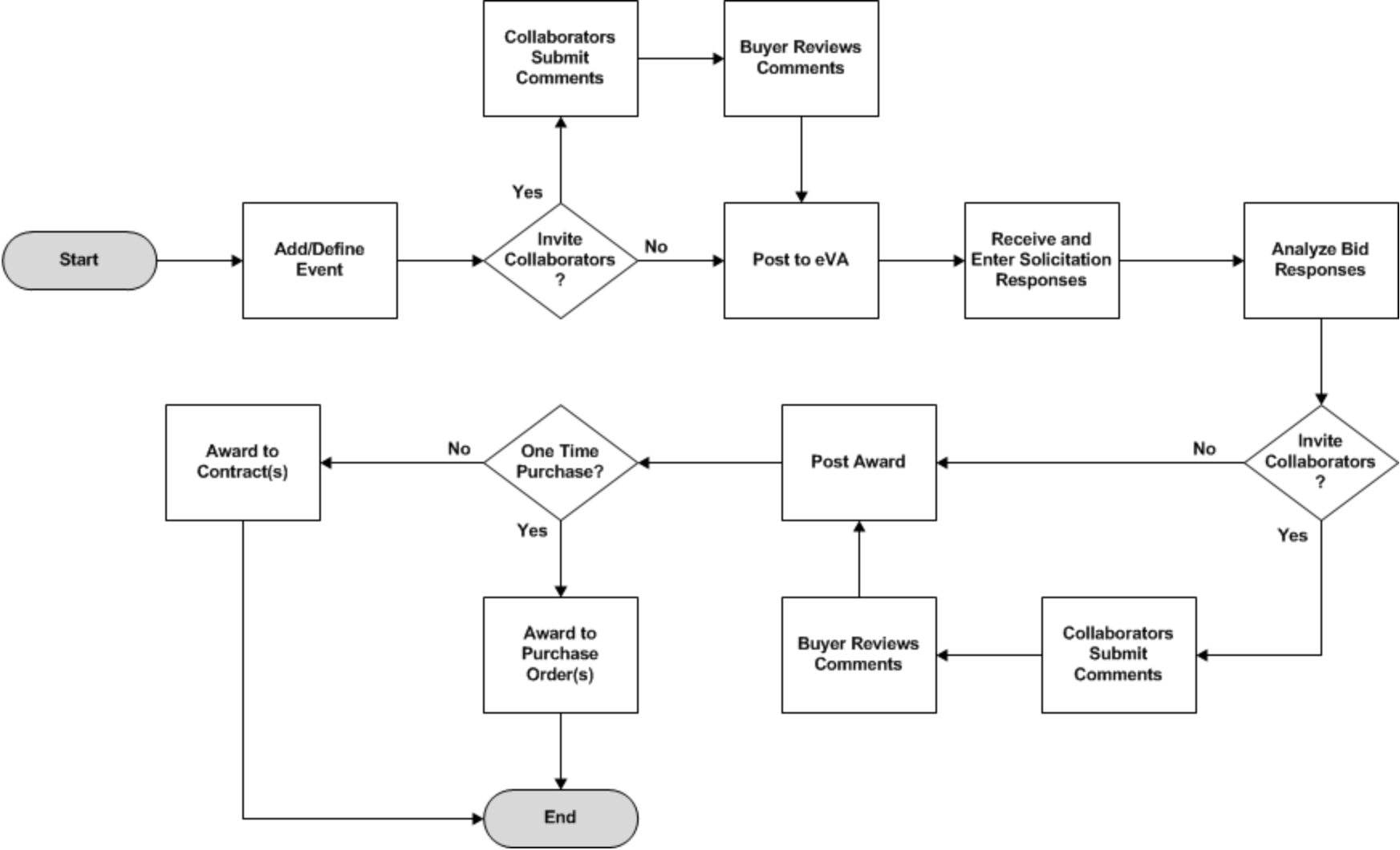
Split Line

Distribution Template

Click on image to return



# Strategic Sourcing Process



Click on image to return



# Strategic Sourcing Process (continued)

**Add / Define Events:** Creates a buy event from a source document using either an Invitation For Bid (IFB) or Request For Proposal (RFP).

**Event Collaboration:** Allows input or approval from others as an event is being created.

**Receive and Enter Solicitation Response:** Involves receiving the bid packets from the vendors and entering their bid responses.

**Analyze Bid Response:** Involves reviewing bids/proposals and possibly a calculation of weighted bid factors to determine the best value.


**Post Award:** Closes the event in preparation for award.

**Response Collaboration:** Allows discussion with collaborators before final award. Strategic Sourcing Buyers can also invite their Procurement Manager and Senior Procurement Manager as Collaborators to request approval for events over their delegated authority.

**Award to Purchase Order or Contract:** Awards the event to the winning Bidder(s)/Offeror(s). This step also determines whether the event is awarded to a contract (where goods or service are recurring) or a purchase order.



# Strategic Sourcing Event Page

**CARDINAL**

Favorites | Main Menu > Sourcing > Create Events > Event Details

---

Create an Event

---

Event Summary

Business Unit: 50100 Event ID: NEXT Round: 1 Version: 1 Event Format: Buy

Event Type: RFx [Change to Auction](#)

Event Status: Open

Preview Date: 02/25/2013 12:22PM EST

\* Solicitation Type :

\* Start Date: 03/11/2013 12:22PM EDT

\* Event Name:

\* End Date: 03/21/2013 12:22PM EDT

Description:

Copy From:

Required fields reside on pages marked with an asterisk (\*) -- you may not save your event until all required fields are filled.

**Step 1: Define Event Basics**  
Enter basic information, general settings and optional rules for this event.  
[\\* Event Settings and Options](#)  
[Event Comments and Attachments](#)  
[Event Header Bid Factors](#)  
[Payment Terms and Contact Info](#)  
[Event Constraints](#)

**Step 2: Configure Line Items**  
Create line listings for this event.  
[\\* Line Items](#)  
[Item Line Defaults](#)

**Step 3: Select Bidders to Invite**  
Send out targeted invitations to this event, designate it as a public event, or both.  
[\\* Bidder Invitations](#)

**Step 4: Invite Collaborators**  
Invite others to collaborate on this event. You may not post your event while collaborators are reviewing it.  
[Event Collaborators](#)

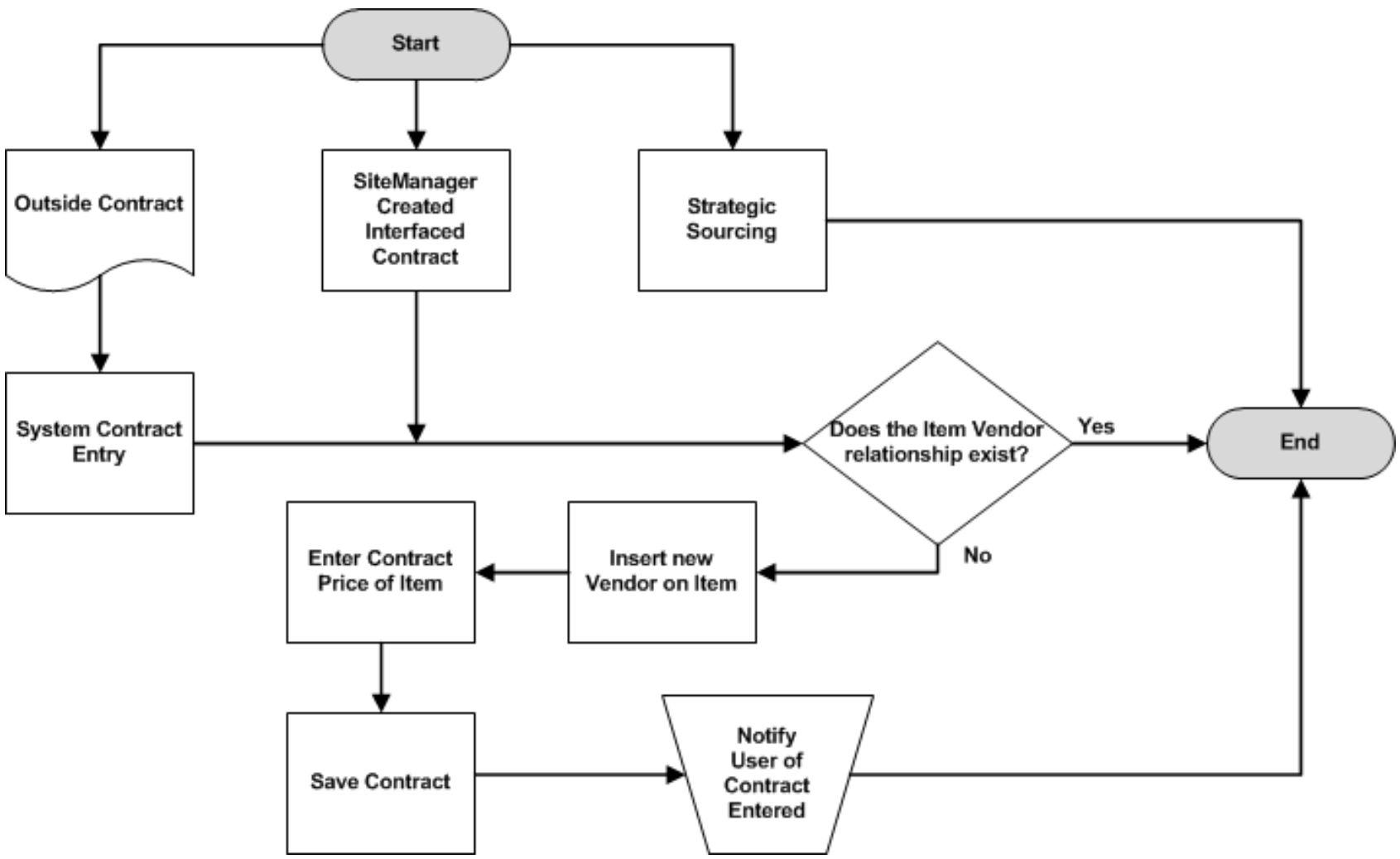
**Step 5: Post Event**  
When all event creation activities are complete, click Post Event to release your event for scheduled external viewing and trigger any bidder invitations you may have defined.

Click on image to return





# Procurement Contracts Process



Click on image to return



# Procurement Contracts Process (continued)

**Outside Contract:** External contracts, including professional service contracts that do not originate through the Cardinal solicitation process, are entered in manually.

**SiteManager:** From SiteManager's Construction and Maintenance type contract data.

**Strategic Sourcing:** From contract award information in the Strategic Sourcing module.

**System Contract Entry:** From contract information entered into the Procurement Contracts module.

**Item / Vendor Relationship:** Links the item to the vendor.

**Enter Contract Price:** Specifies contract price.

**Notify:** Notifies the end user that the contract has been entered in Cardinal once the contract is saved.



# Add/Update Contracts Page

**CARDINAL** Home | Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

**Contract Entry**  
**Contract**

SetID: STATE  
Contract ID: T00084907N01  
\*Status: Approved  
Administrator/Buyer: MIKE.HALL  
Contract Version: Version: 2 Status: Current  
New Version Approved Date: 12/15/2011  
Hall, Mike (VDOT)

**Header**

Process Option: **Purchase Order**  
Vendor: B P SHORT -003  
Vendor ID: 0000031025 B P Short & Son Paving Co Inc  
Begin Date: 10/11/2011  
Expire Date:  
Renewal Date:  
Currency: USD CRRNT  
Primary Contact:  
Vendor Contract Ref: THOMAS FEGANS  
Description: PLANT MIX OVERLAY  
Master Contract ID:  
☐ Tax Exempt

[Add Comments](#)  
[Contract Activities](#)  
Primary Contact Info  
[Contract Releases](#)  
[Activity Log](#)  
[Document Status](#)  
[Thresholds & Notifications](#)  
[View Changes](#)  
[Contract Reference](#)

**Amount Summary**

Maximum Amount:	432,874.39 USD
Line Item Released Amount:	0.00
Category Released Amount:	0.00
Open Item Released Amount:	432,874.39
Total Released Amount:	432,874.39
Remaining Amount:	0.00
Remaining Percent:	0.00

**Order Contract Options**

☒ Allow Multicurrency PO  
☒ Corporate Contract  
☐ Lock Chartfields  
[PQ Defaults](#)

☒ Allow Open Item Reference  
☐ Adjust Vendor Pricing First  
☒ Price Can Be Changed on Order  
[Add Open Item Price Adjustments](#)

☐ Must Use Contract Rate Date Rate Date: 12/13/2011  
☒ Auto Default  
\*Dispatch Method: [Print](#) [Dispatch](#)  
[Price Adjustment Template](#)

**Contract Items**

[Catalog Search](#) [Item Search](#) [Search for Contract Lines](#)

Lines  
Details | Order By Amount | Item Information | Default Schedule | Release Amounts | Release Quantities | Line Groupings | [Customize](#) | Find | View All | First | 1 of 1 | Last

Line	Item	Description	UOM	Category	Include for Release	Status
1					<input checked="" type="checkbox"/>	Active

[View Category Hierarchy](#) [Category Search](#)

**Contract Categories**

Lines  
Details | Pricing Options | Release Amounts | [Customize](#) | Find | View All | First | 1 of 1 | Last


Line	Category	Description	Status
1			Active

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#) [Correct History](#)

Click on image to return



# Contract Reference Page



[Favorites](#) > [Main Menu](#) > [Procurement Contracts](#) > [Add/Update Contracts](#)

Contract Entry

Contract Reference

SetID: STATE

Contract ID: T00084907N01

Contract Version: 2

Contract Information

Contract Category: MAINTENANCE - SITE MANAGER

GL Business Unit: 50100

Estimated Contract Value: 432,874.390

Responsible Org: 14000

Supplement Agreement

Supplement Number:

Supplement Date:

Supplement Amount:

Contract Renewal Options

Renewal Date From:

Renewal Date To:

Original Number of Renewal Options:

Current Renewal Period:

OK

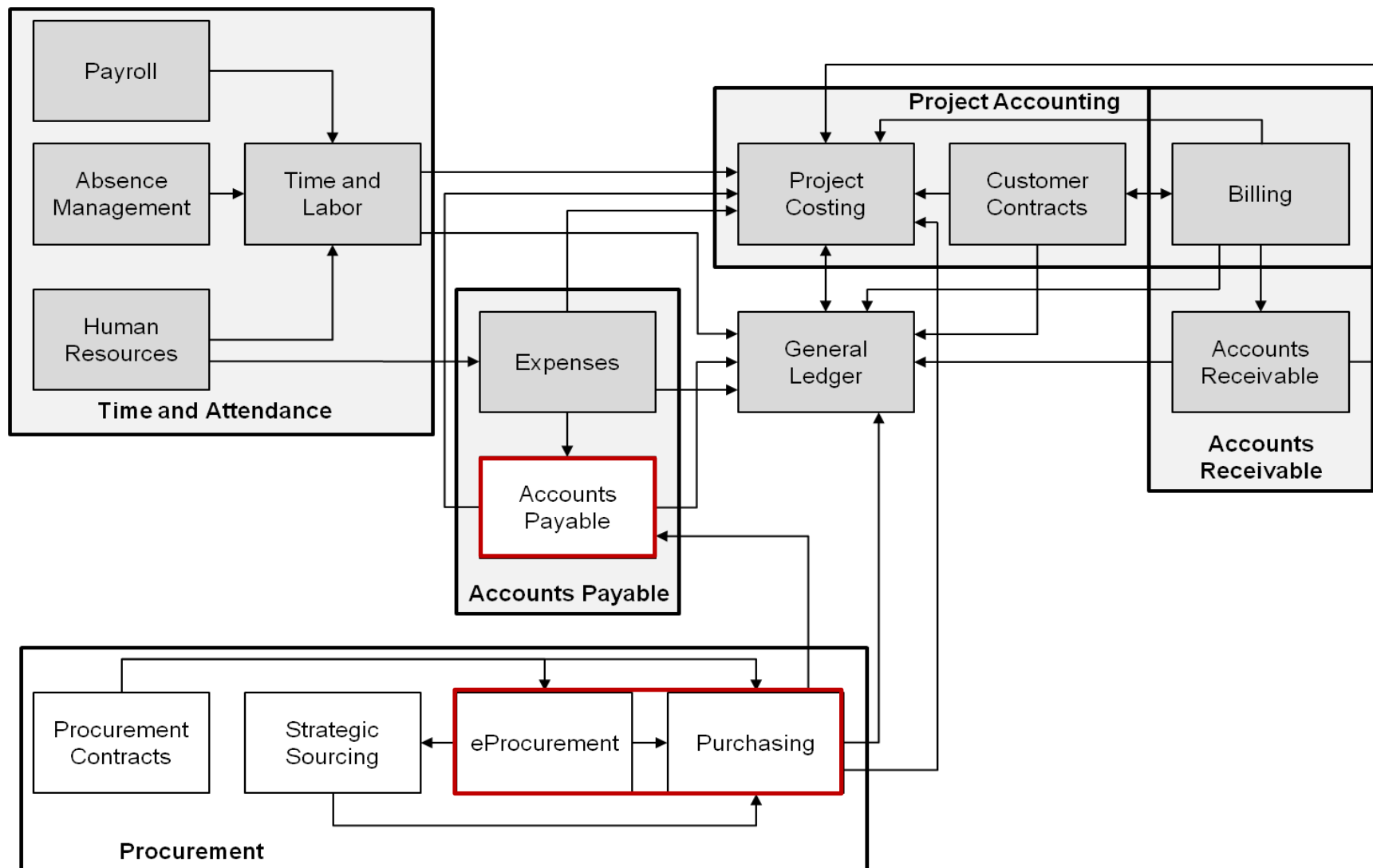
Cancel

Refresh

Click on image to return



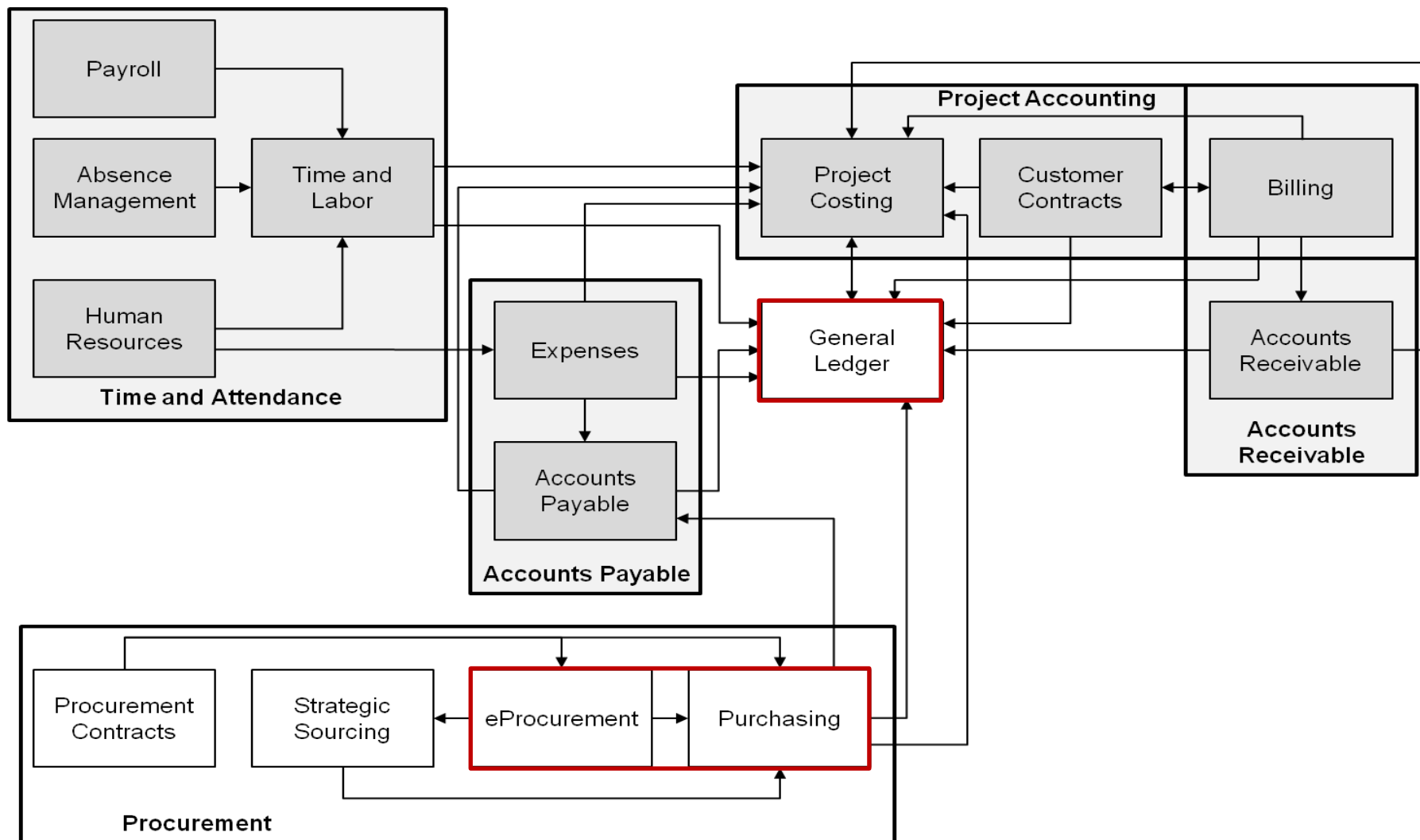
# Integration with Accounts Payable



Click on image to return

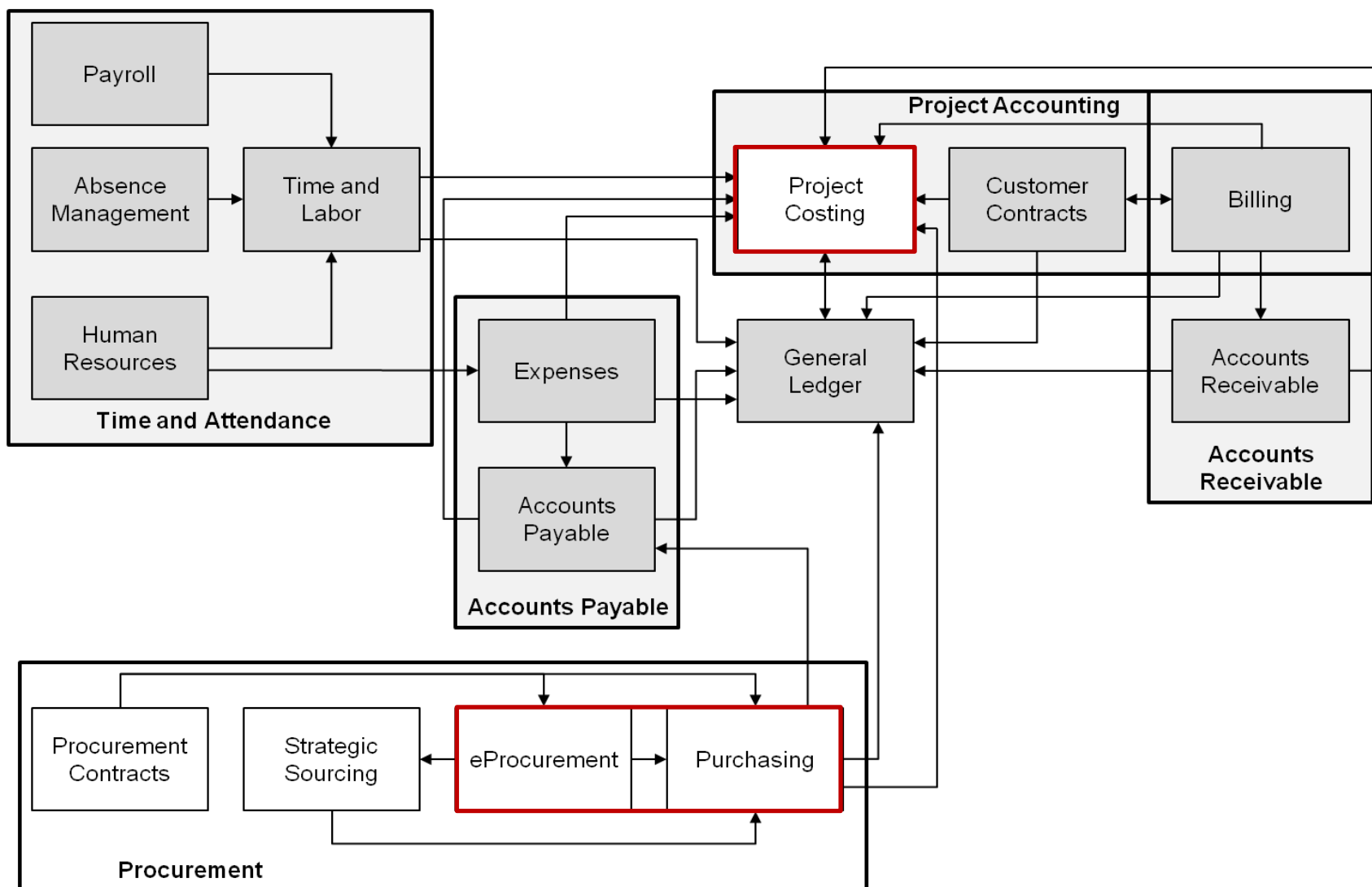


# Integration with General Ledger





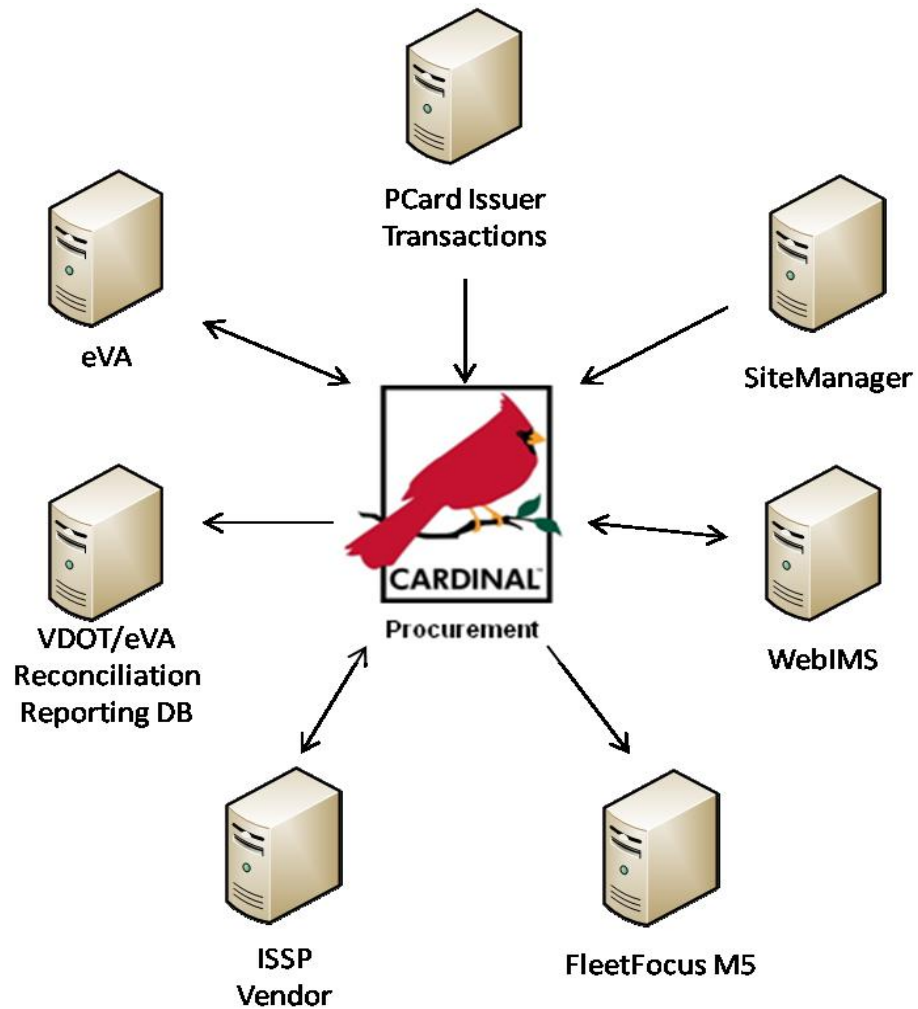
# Integration with Project Costing



Click on image to return



# Interfaces







# Interfaces (continued)

**PCard Issuer:** Cardinal imports PCard transaction information from the Bank Card Vendor.

**ISSP Vendor:** Cardinal imports ISSP transaction information from the Vendor and sends back confirming data.

**SiteManager:** SiteManager send Construction and Maintenance contract records to Cardinal, where it is used to create contracts and purchase orders.

**WebIMS:** Cardinal users can create requisitions requesting inventory from WebIMS, which sends the item, quantity, location and IMS location number back to Cardinal so the requestor can locate and track the product. After the end user confirms his/her order, WebIMS updates inventory.

**FleetFocus M5:** FleetFocus M5 tracks all functions related to the maintenance of vehicles and equipment. Cardinal interfaces with FleetFocus M5 by sending PCard and ISSP-related data daily.

**VDOT/eVA Reconciliation Reporting:** eVA sends confirming PO data to the Data Warehouse. Cardinal sends PO payment data to the Data Warehouse, where the two data sets are compared and available for viewing from the web.



# Interfaces (continued)



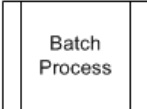
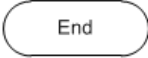

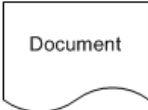


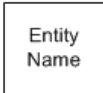


**Integrated Supply Services Program (SSP):** The ISSP vendor supplies parts for Cardinal end users. Every location has its own unique card number. ISSP sends ISSP transaction data to Cardinal.

**eVA:** eVA interfaces with Cardinal in several ways:

- Vendor data and reporting information is sent to Cardinal each day.
- Purchase orders and change orders in eVA are imported into Cardinal, daily from eVA
- Cardinal Procurement send approved PCard transactions to eVA
- Cardinal also sends purchase orders and change orders created in Cardinal to eVA



# Flow Chart Key

FLOW CHART KEY			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process or step that is performed manually.		Depicts a document of any kind, either electronic or hard copy
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector which is used to avoid complex overlapping connector lines or to continue a process on another page.
	Specifies an entity (person, organization, etc.).		Connects steps between business processes.
	Depicts a process.		